BOSTON PUBLIC LIBRARY
3 9999 06505 273 8

INVENTORY OF FEDERAL ARCHIVES IN THE STATES

SERIES XVII
MISCELLANEOUS AGENCIES
NO. 20

NATIONAL ARCHIVES PROJECT
WORKS PROGRESS ADMINISTRATION

INVENTORY OF FEDERAL ARCHIVES IN THE STATES

Prepared by

The Survey of Federal Archives
Division of Professional and Service Projects
Work Projects Administration

The National Archives
Cooperating Sponsor

SERIES XVII. MISCELLANEOUS AGENCIES

NO. 20. MASSACHUSETTS

Boston, Massachusetts
The National Archives Project
1940

The Survey of Federal Archives

Philip M. Hamer, National Director
John W. McElroy, Deputy Archivist for New England

Division of Professional and Service Projects

Florence Kerr, Assistant Administrator
Harold G. Dunney, State Director

WORK PROJECTS ADMINISTRATION

F. C. Harrington, Administrator
Denis W. Delaney, State Administrator

Digitized by the Internet Archive
in 2011 with funding from
Boston Public Library

http://www.archive.org/details/inventoryoffeder17surv

PREFACE

The Inventory of Federal Archives in the States is one of the products of the work of the Survey of Federal Archives, which operated as a nation-wide project of the Works Progress Administration from January 1, 1936 to June 30, 1937, and has been continued in Massachusetts since that date as a state project of that Administration.

The plan for the organization of the Inventory is as follows: Series I consists of reports on the administration of the Survey, acknowledgments, and general discussion of the location, condition, and content of federal archives in the states. Succeeding series contain the detailed information secured by workers of the Survey, in inventory form, a separate series number being assigned to each of the executive departments (except the Department of State) and other major units of the Federal Government. Within each series No. 1 is a general introduction to the field organization and records of the governmental agency concerned; the succeeding numbers contain the inventory proper, separate numbers being assigned to each state in alphabetical order. Thus, in each series, the inventory for Alabama is No. 2, that for Arizona No. 3, that for Arkansas No. 4, etc.

For each local office information regarding each series or unit of related records, is presented in the following order: title, inclusive dates ("to date" indicating an open file at the time the information was secured), general description of informational content, description of the system of filing or indexing (if any), a statement of frequency and purpose of use, form of the record itself (bound volumes, sheets in folders, etc.), linear footage, description of the containers, physical condition of the records (not stated if satisfactory), location by room number or other identifying information, and finally, the number of the Form 58SA on which this information was originally recorded by a Survey worker and from which it was abstracted for the Inventory. This form is on file in The National Archives. When it contains substantial information on addenda sheets which has not been included in the mimeographed abstract, indication of this is given by use of the reference "See addenda."

In Massachusetts the work of the Survey has been under the direction of Mr. J.W. McElroy. This Inventory of the records of the Miscellaneous Agencies in Massachusetts was prepared in the Boston office of the Survey and was edited before final typing by Miss Elizabeth Edwards of the Washington office.

J. W. McElroy
Formerly Regional Director of
The Survey of Federal Archives
and Supervisor of The National
Archives Project in Massachusetts

Boston, Massachusetts
August 8, 1940

CONTENTS

Page

PART 1. THE CONGRESS OF THE UNITED STATES

Boston, Select Committee to Investigate Bondholders' Reorganizations....2

PART 2. THE EMERGENCY CONSERVATION WORK

Introduction....4
Andover, Andover State Forest, Camp 4103, Company 167....4
Becket, October Mountain Forest, Camp 2154, Company 120....5
Belchertown, Camp 11052, Company 1166....5
Boston, Educational Advisor, Office of the....6
Boston, CCC Records in the Adjutant General's Office....6
Brewster, Nickerson State Park, Camp 11030, Company 1189....6
Brimfield, Brimfield State Forest, Camp 2147, Company 135....7
Charlemont, Mohawk Trail, Camp 2162, Company V-1115....8
Chester, Chester-Blandford State Forest, Camp 2149, Company 113....8
Chicopee, Chicopee Falls National Park, Camp 2199, Company 1156....8
Douglas, East Douglas Camp 11041, Company 1199....9
Fall River, Watuppa Municipal Reservation, Camp 2171, Company 1190....9
Freetown, Camp 11037, Company 105....16
Freetown, Camp 4108, Company 110....18
Greenfield, Camp 11050, Company 1159....21
Hawley, Camp 11033, Company 114....22
Heath, Camp 11047, Company 1167....22
Holyoke, Mount Tom Reservation, Camp 11029, Company 1173....22
Lee, Beartown State Forest, Camp 2153, Company 108....23
Lenox, Camp 11039, Company 1168....23
Milton, Camp 2170, Company 1170....24
Montague, Camp 11049, Company 1176....24
North Adams, Savoy Camp 11032, Company 1171....25
North Adams, Mount Greylock Camp 2198, Company 107....25
Northfield, Camp 11042, Company 1153....26
Otis, State Forest, Camp 2161, Company 1138....26
Pittsfield, Pittsfield State Forest, Camp 11034, Company 127....26
Plymouth, Myles Standish State Forest, Camp 2163, Company 102....27
Sandisfield, Sandisfield State Forest, Camp 2152, Company 196....29

CONTENTS

Page

PART 2. THE EMERGENCY CONSERVATION WORK (cont.)

Saugus, Breakhart Reservation Camp 11028, Company 1149.....30
Savoy, Charlemont Camp 11043, Company 1183.....30
Savoy, Savoy Park Camp 4106, Company 143.....30
Springfield, CCC Forest Service Inspectors, Office of the.....31
Townsend, Forest Camp 11038, Company 1139.....32
Upton, Upton Camp 11036, Company 2105.....32
Warwick, Camp 11048, Company 1155.....33
Wendell, Wendell State Forest Camp 2145, Company 116.....33
Westfield, Camp 11051, Company 1174.....33
Westfield, Robinson State Park Camp 11035, Company 2103.....34
Westminster, Leominster State Forest Camp 2143, Company 197...34

PART 3. THE FEDERAL COMMUNICATIONS COMMISSION

Boston, Inspector in Charge, Office of the.....36
Hingham, Radio Monitoring Station.....39

PART 4. THE FEDERAL EMERGENCY ADMINISTRATION OF PUBLIC WORKS

Introduction.....42
Boston, State Director, Office of the.....42
Boston, Division of Investigation, Special Agent in Charge...48
Boston, Inspection Division, State Engineer Inspector.....50
Senior Engineer-Examiner.....52
Boston, Housing Division, District Office, Old Harbor Village Housing Project.....52
Cambridge, Housing Division, Boston District, Cambridge Housing Project.....53
Worcester, Resident Engineer Inspectors.....54

PART 5. THE FEDERAL HOUSING ADMINISTRATION

Boston, State Director, Office of the.....57
Regional Office Records Concerning Massachusetts.....65
Brockton, District Director, Office of the.....66
Fall River, District Director, Office of the.....67
Lowell, District Director, Office of the.....68
Salem, District Director, Office of the.....69
Springfield, District Director, Office of the.....69
Woburn, District Director, Office of the.....69
Worcester, District Director, Office of the.....70

CONTENTS

Page

PART 6. THE INTERSTATE COMMERCE COMMISSION

Boston, Bureau of Locomotive Inspection, Office of the Inspector....72
Boston, Bureau of Motor Carriers, Office of the District Director....72
Boston, Bureau of Service, Office of the Service Agent....75
Boston, Bureau of Valuation, Office of the Appraiser, Land Section....75
Springfield, Bureau of Motor Carriers, Office of the Supervisor....76

PART 7. THE NATIONAL EMERGENCY COUNCIL

Boston, State Director, Office of the....79

PART 8. THE NATIONAL LABOR RELATIONS BOARD

Boston, Regional Director, Office of the....82

PART 9. THE NATIONAL RESOURCES COMMITTEE

Boston, District Office....85

PART 10. THE NATIONAL YOUTH ADMINISTRATION

Boston, State Director, Office of the....90
Boston, District Supervisor, Office of the....94
Fall River, District Supervisor, Office of the....97
Salem, District Supervisor, Office of the....97
Springfield, District Supervisor, Office of the....98
Worcester, District Supervisor, Office of the....99

PART 11. THE RECONSTRUCTION FINANCE CORPORATION

Boston, Loan Agency....101

PART 12. THE SECURITIES AND EXCHANGE COMMISSION

Boston, Regional Administrator, Office of the....104

PART 13. THE UNITED STATES CIVIL SERVICE COMMISSION

Boston, District Manager, Office of the....106
Lowell, Local Board of Examiners....110
New Bedford, Local Board of Examiners....110

CONTENTS

Page

PART 14. THE UNITED STATES EMPLOYEES COMPENSATION COMMISSION

Boston, District Office No. 1.....112

PART 15. THE UNITED STATES MARITIME COMMISSION

Boston, Terminal and Real Estate Section, Office of the Superintendent.....115

PART 16. THE UNITED STATES RAILROAD ADMINISTRATION

Introduction.....118
Boston, Boston and Albany Railroad, District Office.....118
Boston, Boston and Maine Railroad, District Office.....120
Boston, New York, New Haven, and Hartford Railroad, District Office.....121

PART 1. THE CONGRESS OF THE UNITED STATES

THE CONGRESS OF THE UNITED STATES

BOSTON

SELECT COMMITTEE TO INVESTIGATE
BONDHOLDERS' REORGANIZATIONS
NEW ENGLAND DIVISION HEADQUARTERS
U. S. Post Office and Court House Bldg.
Post Office Square

This unit was established on June 1, 1935, in the Post Office and Court House Building in Boston. It is one of eight such offices located in the large cities throughout the nation which are operated by the Select Committee to Investigate Bondholders' Reorganizations. Its records are intact from the date of its establishment and are carefully and safely maintained in modern equipment.

1. MISCELLANEOUS FILE, June 1, 1935 to date. Correspondence and reports on cases investigated under the authority creating this Committee. Filed alphabetically. (Daily, official.) 10 x 15 folders, 1 ft. 10 in., in drawer of metal filing case. R. 1503. (3,495)

2. CASE INVESTIGATIONS, June 1, 1935 to date. Reports on investigations conducted by the Committee, containing information on real estate and other matters in which holders of defaulted bonds are interested. Filed numerically. (Daily, official.) $9\frac{1}{2}$ x 15 folders, 5 ft., in 4 drawers of metal filing case. R. 1503. (3,534)

PART 2. THE EMERGENCY CONSERVATION WORK

THE EMERGENCY CONSERVATION WORK

INTRODUCTION

Shortly after the inauguration of the Emergency Conservation Work program by Executive Order, dated April 5, 1933, Civilian Conservation Corps camps were opened in Massachusetts. By the end of 1935, some forty camps had been established in this State. The War Department has charge of the examinations and enrollments of applicants; construction and maintenance of work camps; organization, administration, and sanitation of the camps; transportation, equipment, and supplies for the camps; the furnishing of work details from work companies; and the medical care, hospitalization, discipline, welfare, and education of enrollees. The Department of Agriculture and the Department of the Interior plan and execute the work programs of the camps, such as forestry, erosion-control, fire-prevention, pest-elimination, and dam and road construction work.

Histories of these camps and outlines of work performed by them would be essentially the same, so separate histories and outlines of their work have been omitted. The records concerning each camp indicate the approximate date of its establishment and also the department or departments concerned. Many records relating to the Corps are to be found at First Corps Area Headquarters, Boston, Mass., and also at Third District CCC Headquarters, Fort Devens, Mass.; and appear in the inventory of the War Department. Also, records of the CCC 140th Supply Co., and the CCC 1150th Co., appear in that inventory under Fort Devens.

ANDOVER

ANDOVER STATE FOREST, CAMP 4103
COMPANY 167
CCC Headquarters Bldg.

3. GENERAL FILE, Dec. 7, 1933 to date. Correspondence with district and Washington headquarters; also vouchers, personnel records, pay rolls, travel reports, records of receipts and expenditures, requisitions, health and physical examination reports. Filed alphabetically. (Daily, official.) 9 x 12 folders, 7 ft., in 4 drawers of metal filing case. Office. (6)

BECKET

OCTOBER MOUNTAIN STATE FOREST, CAMP 2154
COMPANY 120
CCC Headquarters Bldg.

4. MISCELLANEOUS RECORDS PERTAINING TO WAR DEPARTMENT ACTIVITIES, June 1, 1933 to date. Daily correspondence between Army Corps area officials and camp commanding officer; Standard Form 1013-E; ECW Form 1; Form 86AB, 58A; WD, AGO Form 12; WD Forms 45B and 45C; DA Forms 100 and 1058A; pay roll and personnel records, identification records of officers and enlisted men, mail register, mess and supply requisitions, medical examination reports, requests for allotments of funds, fire drill reports, camp inspection records, and convoy reports. Filed alphabetically. (Daily, official.) Variously sized vols., folders, loose-leaf books, and cards, 8 ft., in 4 drawers of wooden filing case. Office. (2)

5. MISCELLANEOUS RECORDS PERTAINING TO DEPARTMENT OF AGRICULTURE ACTIVITIES, June 1, 1933 to date. Correspondence with Department of Agriculture; Standard Form 1013-E, ECW Form 1, DA Forms 51, 100, and 1058A; monthly reports of camp activities, weekly truck reports, requisitions for supplies, mail register, pay roll and personnel records. Filed alphabetically. (Daily, official.) Variously sized vols., folders, bundles, and sheets, 4 ft., in 3 drawers of metal filing case. Office. (1)

BELCHERTOWN

CAMP 11052
COMPANY 1166
CCC Headquarters Bldg.

6. MISCELLANEOUS RECORDS PERTAINING TO WAR DEPARTMENT ACTIVITIES, Jan. 2, 1935 to date. Miscellaneous reports on standard forms of War Department, detailing activities of that department in this camp. Entered chronologically. (Daily, official.) Variously sized vols., folders, covers, loose-leaf books, and bundles, 16 ft. 5 in., in 6 wooden transfer cases and on wooden shelves. Office of Commanding Officer. (3)

7. MISCELLANEOUS RECORDS PERTAINING TO DEPARTMENT OF AGRICULTURE ACTIVITIES, Jan. 2, 1935 to date. Miscellaneous reports on standard forms of Department of Agriculture showing work done by CCC under the supervision of that department. Entered chronologically. (Daily, official.) Variously sized vols., folders, covers, and bundles, 6 ft., on wooden shelves. Superintendent's Office. (4)

BOSTON

OFFICE OF THE EDUCATIONAL ADVISOR
Army Base Bldg., 666 Summer St.

8. CIVILIAN CONSERVATION CORPS, EDUCATIONAL, Jan. 1, 1934 to date. Correspondence on CCC affairs, reports, statistics, regulations affecting projects; also personal records of enrollees. Filed alphabetically. (Frequently, official.) 9 x 15 folders, 56 ft., in 11 drawers of wooden filing cases, in 2 drawers of metal filing case, and in 36 drawers of wooden transfer cases. W. Room, section F, 4th floor. (599)

CIVILIAN CONSERVATION CORPS RECORDS
In The Office Of The Adjutant General
First Corps Area Headquarters
Army Base Bldg., 666 Summer St.

Similar records pertaining to the Civilian Conservation Corps, other than those inventoried below, which are in the custody of this adjutant general, appear in the Inventory of the War Department; see First Corps Area Headquarters, Adjutant General.

9. CIVILIAN CONSERVATION CORPS RECORDS, Apr. 25, 1936 to date. Individual histories of enrollees, third CCC district; also, commendations, results of physical tests, and efficiency and other records. 3 x 5 card index, 78 ft. Filed alphabetically. 9 x 15 folders, 630 ft., in 280 drawers of wooden filing cases. W. Room, section F, 3d floor. (5,910)

BREWSTER

NICKERSON STATE PARK, CAMP 11030
COMPANY 1189
Administration Bldg.

10. MISCELLANEOUS RECORDS, June 18, 1935 to date. Personnel records, correspondence, vouchers and statements of canteen fund, records of motor transportation, daily and weekly reports on sanitation and personnel, quarterly reports on progress and personnel, pay rolls and financial reports. See addenda for titles of forms. Filed chronologically. (Daily, official.) $8\frac{1}{2}$ x $10\frac{1}{2}$ folders and loose-leaf books, 7 ft. 1 in., in 8 drawers of wooden filing cases. Camp Commander's Office. (3)

11. STATE PARK REGULATIONS, July 1, 1935 to date. Maps, correspondence, and regulations concerning Flax Pond, Cliff Road, and lodge areas of Nickerson State Park. Arranged by subject. (Occasionally, official.) $11\frac{1}{2}$ x 13 envelopes, 5 in., in drawer of wooden filing case. Superintendent's Office. (4)

12. CONDENSED REPORTS, July 1, 1935 to date. Abstracts of all reports made by this agency for Department of the Interior. (Occasionally, official.) $10\frac{1}{2}$ x 14 loose-leaf book, 2 in., on superintendent's desk. Superintendent's Office. (5)

13. FILE C, July 1, 1935 to date. Records and reports of procurement of supplies and materials: dynamite, gas, oil, and other supplies; also, condemnations of property showing dates. Filed alphabetically and chronologically. (Daily, official.) $8\frac{1}{2}$ x $10\frac{1}{2}$ folders, 8 in., in drawer of wooden filing case. Superintendent's Office. (6)

14. FILE B, July 1, 1935 to date. Correspondence with War Department, CCC Headquarters, and with commercial firms for supplies; miscellaneous reports concerning safety meetings, officers' clubs, and side camps; also, records of expenditures for telephone, gasoline, and oil. See addenda for further details. Filed chronologically. (Daily, official.) $8\frac{1}{2}$ x $10\frac{1}{2}$ folders, 4 ft. 8 in., in transfer cases on open wooden shelf. Superintendent's Office. (7)

15. FILE A, July 1, 1935 to date. Reports, records, and bulletins concerning operation and maintenance of camp, including personnel records, pay rolls, project data, and equipment records. Filed chronologically. (Daily, official.) $8\frac{1}{2}$ x 10 folders, 4 ft. 5 in., in transfer cases on open wooden shelf. Superintendent's Office. (8)

BRIMFIELD

BRIMFIELD STATE FOREST, CAMP 2147
COMPANY 135
CCC Headquarters Bldg.

16. MISCELLANEOUS RECORDS, June 1, 1933 to date. Post exchange vouchers and records, company fund records, age and finance records, morning, sick, and duty reports; mess, discharge, pay roll, camp responsibility, and conservation records; gas issue stubs, trip tickets, and circular letters. (Daily, official.) Variously sized folders, vols., envelopes, bundles, and cardboard boxes, 18 ft. 4 in., in wooden box and in 7 drawers of wooden filing cases. Supply Room and Orderly Room. (1; 3)

CHARLEMONT

MOHAWK TRAIL, CAMP 2162
COMPANY V-1115
CCC Headquarters Bldg.

17. MISCELLANEOUS RECORDS PERTAINING TO WAR DEPARTMENT ACTIVITIES, July 6, 1933 to date. Personnel, supply, and property records pertaining to War Department activities at this camp. Filed alphabetically. (Daily, official.) 9 x 12 folders, 7 ft., in 6 drawers of wooden filing cases. Office of Commanding Officer. (3)

18. MISCELLANEOUS RECORDS PERTAINING TO NATIONAL PARK SERVICE ACTIVITIES, July 6, 1933 to date. Personnel, supply, and property records pertaining to National Park Service activities at this camp. Filed alphabetically. (Daily, official.) 9 x 12 folders, 6 ft., in 4 drawers of wooden filing case. Superintendent's Office. (2)

CHESTER

CHESTER-BLANDFORD STATE FOREST, CAMP 2149
COMPANY 113
CCC Headquarters Bldg.

19. MISCELLANEOUS RECORDS PERTAINING TO WAR DEPARTMENT ACTIVITIES, May 30, 1933 to date. Records of War Department pertaining to camp activities and personnel. Filed alphabetically. (Frequently, official.) 9 x 12 folders, 6 ft., in 3 drawers of wooden filing case. Office of Commanding Officer. (2)

20. MISCELLANEOUS RECORDS PERTAINING TO FOREST SERVICE ACTIVITIES, May 30, 1933 to date. Records and reports pertaining to Forest Service activities at this camp. Filed alphabetically. (Frequently, official.) 9 x 12 folders, 2 ft., in drawer of metal filing case. Superintendent's Office. (3)

CHICOPEE

CHICOPEE FALLS NATIONAL PARK, CAMP 2199
COMPANY 1156
CCC Administration Bldg.

21. MISCELLANEOUS OFFICE RECORDS, Jan. 1, 1934 to date. Correspondence, daily and monthly reports, work plans, and personnel records. Filed chronologically. (Frequently, official.) 9 x 12 folders, 3 ft. 10 in., in 2 drawers of wooden filing case. Superintendent's Office. (4)

DOUGLAS

EAST DOUGLAS CAMP 11041
COMPANY 1199
CCC Administration Bldg.

22. INDIVIDUAL RECORDS OF MEMBERS, July 1, 1933 to date. Records of camp personnel, showing case histories, names and addresses of parents, whether living or dead, names of sponsoring agencies, and dates of enlistments. Filed alphabetically. (Daily, official.) 9 x 12 folders, 1 ft. 9 in., in drawer of metal filing case. Office of Commanding Officer. (7)

23. MORNING REPORTS, July 1, 1933 to date. Records of time men arise and report for work, showing number reporting, and number confined because of illness. Filed alphabetically. (Daily, official.) 4 x 8 vols., 11 in., in drawer of metal filing case. Office of Commanding Officer. (3)

24. MISCELLANEOUS FILE, Jan. 1, 1934 to date. Of records and reports including War Department regulations, company orders, complaint file, daily summaries, final statements; also, correspondence with district camps and post exchanges. Filed chronologically. (Daily, official.) 9 x 12 folders, 3 ft. 9 in., in 4 drawers of metal filing case. Office of Commanding Officer. (4)

25. TRANSPORTATION RECORDS, Jan. 1934 to date. Records of transportation of personnel and equipment from camp to places of work, showing mileages and costs. Filed chronologically. (Daily, official.) 9 x 12 folders, 6 in., in drawer of metal filing case. Office of Commanding Officer. (1)

26. MEDICAL RECORDS, Jan. 1934 to date. Record of illnesses and care rendered enrollees, sanitation case records, medical supply records, and sick and wounded records. Filed alphabetically. (Daily, official.) 9 x 12 folders, 10 in., in drawer of metal filing case. Office of Commanding Officer. (6)

27. PURCHASE ORDERS AND RECEIVING REPORTS, Apr. 1, 1936 to date. Reports of materials and supplies purchased; building materials, beds, light fixtures, coal, gasoline, oil, and food supplies. Filed numerically. (Daily, official.) 9 x 12 folders, 1 ft. 3 in., in drawer of metal filing case. Office of Commanding Officer. (5)

FALL RIVER

WATUPPA MUNICIPAL RESERVATION, CAMP 2171
COMPANY 1190
(A) Administration Bldg., Meridan St.
(B) Stockroom and Tool Shed, Meridan St.

28. MAPS, CHARTS, AND DRAWINGS, July 17, 1933 to date. Plans of areas

being developed by the State park division, with drawings of proposed and completed work. Filed numerically. (Frequently, official.) Variously sized rolls, 11 in., in enclosed box. NW. corner room (Bldg. B). (558)

29. MAPS, CHARTS, AND DRAWINGS, July 17, 1933 to date. Plans of area being developed by the State park division and charts and drawings for anticipated and completed work. (Frequently, official.) Variously sized rolls, 4 ft., in wooden cupboard. SE. corner room (Bldg. A). (611)

30. MONTHLY WORK PROGRESS REPORTS, July 18, 1933 to date. Complete reports of work accomplished, also remarks on miscellaneous matters. Filed chronologically. (Frequently, official.) 9 x 12 folders, 2 in., in drawer of metal filing case. SE. corner room (Bldg. A). (613)

31. GENERAL CORRESPONDENCE, July 18, 1933 to date. Principally with regional office, Richmond, Va., concerning purchase orders and materials. Filed by subject. (Frequently, official.) 9 x 12 folders, 8 in., in drawer of metal filing case. SE. corner room (Bldg. A). (606)

32. HISTORY RECORD, HEAVY EQUIPMENT, Aug. 1, 1933 to date. Form 10-333, card record to accompany transfer of equipment giving description, history, and origin of equipment. Filed chronologically. (Frequently, official.) 9 x 12 folders, ½ in., in drawer of metal filing case. SE. corner room (Bldg. A). (598)

33. FOREMEN'S DAILY REPORTS, Jan. 1, 1934 to date. Showing number of men working, types of work, number of man-days allotted to project, and number of unused man-days. Entered chronologically. (Daily, official.) 4½ x 8½ vols., 10½ in., in wooden drawer. NW. corner room (Bldg. A). (583)

34. RECORD OF ALL STOCK RECEIVED, Jan. 1, 1934 to date. Showing names, numbers, and costs of parts received. Entered chronologically. (Frequently, official.) 5 x 8 vols., 3 in., in enclosed box. NW. corner room (Bldg. B). (568)

35. MONTHLY RECORDS OF GASOLINE, OIL, AND GREASE, Jan. 1, 1934 - Dec. 31, 1935. Form 10-332, showing names or numbers of equipment; quantities of gasoline, oil, and grease used by each piece of equipment; and summaries of amounts used by all equipment monthly. Filed chronologically. (Frequently, official.) 9 x 12 folders, 9½ in., in enclosed box. NW. corner room (Bldg. B). (557)

36. PROJECT AND OVERHEAD COST RECORD, Jan. 1, 1934 - Dec. 31, 1935. SP ECW Form 11 showing names, numbers, and locations of camp; amounts approved for materials, skilled labor, and equipment; and encumbrances against materials. Filed chronologically. (Frequently, official.) 9 x 12 folders, 3¼ in., in enclosed box. NW corner room (Bldg. B). (552)

37. PROJECT STATUS RECORD, Jan. 1, 1934 - Dec. 31, 1935. Name of project and priority and project numbers; number of its man-days; records of equipment and of skilled and unskilled labor and materials used; total costs, money available from savings, and allotments requested. Filed chronologically. (Frequently, official.) 9 x 12 folders, 5½ in., in enclosed box. NW. corner room (Bldg. B). (554)

38. MONTHLY INVENTORIES OF SPECIAL EQUIPMENT, Jan. 1, 1934 - Mar. 17, 1936. Showing names and types of items; their makes, models, and serial numbers; and whether equipment is actually needed for current use or is surplus equipment. Filed chronologically. (Frequently, official.) 9 x 12 folders, ½ in., in enclosed box. NW. corner room (Bldg. B). (557)

39. REQUISITIONS FOR MATERIALS, TOOLS, EQUIPMENT, OR SUPPLIES, Jan. 1, 1934 - May 31, 1936. SP ECW Forms R-1 showing quantities desired, names, and costs of articles; also project numbers, and costs (copies). Filed chronologically. (Frequently, official.) 9 x 12 folders, 8 in., in enclosed box. NW. corner room (Bldg. B). (559)

40. MONTHLY INVENTORIES OF TRUCKS, Jan. 1, 1934 - June 30, 1936. Types, makes, and models of trucks; license, serial, and motor numbers; years when purchased and their condition. Filed chronologically. (Frequently, official.) 9 x 12 folders, 3 in., in enclosed box. NW. corner room (Bldg. B). (567)

41. QUARTERLY TOOL INVENTORIES, Jan. 1, 1934 - June 30, 1936. Showing names of articles, number on hand at beginning of quarters; number purchased, transferred, or condemned; and number on hand at end of quarters. Filed chronologically. (Frequently, official.) 9 x 12 folders, 3½ in., in enclosed box. NW. corner room (Bldg. B). (554)

42. RECORDS OF TIRES AND TUBES RECEIVED, AND OF OIL AND GREASE USED BY TRACTOR AND COMPRESSOR, Jan. 1, 1934 - Aug. 28, 1936. Showing numbers of trucks; makes, numbers, and costs of tires; also oil and grease used by compressor and tractor. Entered chronologically. (Frequently, official.) 6 x 9 vols., 4 in., in enclosed box. NW. corner room (Bldg. B). (566)

43. DAILY TRUCK REPORT OF OPERATOR, Jan. 1, 1934 - Aug. 31, 1936. Forms 10-334 giving number, make, and class of truck; speedometer trip mileage, and notations of mechanical defects. Filed chronologically. (Frequently, official.) 10 x 14 folders, 1 ft. 9 in., in enclosed box. NW. corner room (Bldg. B). (562)

44. RECORD OF DYNAMITE, Jan. 1, 1934 - Oct. 13, 1936. Used from stock and balances on hand. Entered chronologically. (Frequently, official.) 3½ x 6 vols., 1 ft. 3 in., in enclosed box. NW. corner room (Bldg. B). (564)

45. RECORD OF TOOLS CONDEMNED, Jan. 1, 1934 to date. Showing names and number of tools condemned. Entered chronologically. (Frequently, official.) 5 x 8 vols., 2 in., in enclosed box. NW. corner room (Bldg. B). (580)

46. RECORD OF PRESTONE RECEIVED AND DISTRIBUTED, Jan. 1, 1934 to date. Showing amounts received and on hand; numbers of trucks, and amount of Prestone issued to same, and balances on hand. Entered chronologically. (Frequently, official.) 4 x 8 vols., 6 in., in enclosed box. NW. corner room (Bldg. B). (579)

47. RECORD OF TOOLS CHARGED TO FOREMEN, Jan. 1, 1934 to date. Showing names and number of tools charged to foremen. Entered chronologically. (Frequently, official.) 9½ x 12 vols., 9 in., in enclosed box. NW. corner room (Bldg. B). (563)

48. BLACKSMITH WEEKLY REPORTS, Jan. 1, 1934 to date. Of work done. Filed chronologically. (Frequently, official.) 9 x 12 folders, 8 in., in enclosed box. NW. corner room (Bldg. B). (551)

49. RECORD OF GASOLINE RECEIVED, Jan. 1, 1934 to date. Showing meter readings, amounts received, amounts used by Interior and War Departments, and balances on hand. Entered chronologically. (Frequently, official.) 5 x 7½ vols., 8 in., in enclosed box. NW. corner room (Bldg. B). (578)

50. RECORD OF OIL AND GREASE USED BY TRUCKS, Jan. 1, 1934 to date. Entered chronologically. (Frequently, official.) 6 x 9 vols., 6 in., in wooden drawer. NW. corner room (Bldg. B). (582)

51. FOREMEN'S DAILY REPORTS, Jan. 1, 1934 to date. Showing number of men working, types of work, number of man-days allotted to project and number of unused man-days. Entered chronologically. (Daily, official.) 4½ x 8½ vols., 1 ft. 9 in., in enclosed box. NW. corner room (Bldg. B). (565)

52. RECORD OF GASOLINE, OIL, PRESTONE, AND REPAIR PARTS FOR TRUCKS, Jan. 1, 1934 to date. Stockroom record of amount and cost of gas and oil issued to trucks, and names and numbers of trucks using same. Entered chronologically. (Daily, official.) 3½ x 5½ vols., 2 ft. 2 in., in enclosed box. NW. corner room (Bldg. B). (556)

53. PURCHASE ORDER FOR WORK ONLY, Apr. 1 - Dec. 31, 1935. ECW Form 10-1 showing name of vendor, item number, and description, quantity, unit cost, and the total cost. Filed chronologically. (Frequently, official.) 9 x 12 folders, 1½ in., in enclosed box. NW. corner room (Bldg. B). (584)

54. RECORD OF GAS RECEIVED, Apr. 1, 1936 to date. Showing delivery dates, number of gallons, costs per gallon, total cost, and numbers of delivery slips. Entered chronologically. (Frequently, official.) 9 x 12 folders, ½ in., in drawer of metal filing case. NW. corner room (Bldg. B). (555)

55. DAILY RECORD OF NUMBER OF MEN ALLOTTED TO FOREMEN FOR A CERTAIN PROJECT, Apr. 25, 1936 to date. Showing foremen's names, number of men allotted to each foreman, project number, and total number of men allotted to all foremen. Filed chronologically. (Frequently, official.) 4 x 7 loose-leaf books, ½ in., in enclosed box. NW. corner room (Bldg. B). (561)

56. MONTHLY COST REPORTS, May 1, 1934 to date. SP ECW Form 10 showing name and number, encumbrances for current and previous months, total cost to date; also, summary of all encumbrances to date. Filed chronologically. (Frequently, official.) 9 x 12 folders, ¼ in., in drawer of metal filing case. SE. corner room (Bldg. A). (600)

57. REPORT OF PROJECT COMPLETION, Apr. 15, 1935 - Mar. 25, 1936. Form A-4-3, completion report, showing name and number of project, summaries of cost and work accomplished, signature of project superintendent; report sent to regional office, Richmond, Va. Filed chronologically. (Frequently, official.) 9 x 12 folders, 1 in., in drawer of metal filing case. SE. corner room (Bldg. A). (594)

58. RECORD OF PROJECT ESTIMATE AND ALLOTMENT REQUEST, Apr. 29, 1935 to date. Form A-4-2 showing name, number, and designation of project; estimates of material, equipment, skilled labor, and CCC man-days; and remarks. Filed chronologically. (Frequently, official.) 9 x 12 folders, 2 in., in drawer of metal filing case. SE. corner room (Bldg. A). (585)

59. CAMP APPLICATION, May 24, 1935 to date. BPSC Form 7, outline of work accomplished and proposed. Filed chronologically. (Frequently, official.) 9 x 12 folders, 1¾ in., in drawer of metal filing case. SE. corner room (Bldg. A). (570)

60. QUARTERLY TOOL INVENTORIES, July 1, 1935 to date. Names of articles and number on hand at beginning of quarters; number purchased, transferred, or condemned; and number on hand at ends of quarters. Filed chronologically. (Frequently, official.) 9 x 12 folders, 1 in., in drawer of metal filing case. SE. corner room (Bldg. A). (589)

61. MONTHLY REPORT ON PERCENTAGE OF PROGRESS, Aug. 1, 1935 to date. Showing project number, percentages of allotments used and of work completed; also, total percentage of project completed. Filed chronologically. (Frequently, official.) 9 x 12 folders, 1½ in., in drawer of metal filing case. SE. corner room (Bldg. A). (602)

62. REQUESTS FOR LEAVE OF ABSENCE, Nov. 27, 1935 to date. Form 1-034, showing name of applicant, time requested, position and salary, and date of return to duty; total absences granted to date of request; also, statement of attending physician, if person is on sick leave. Filed chronologically. (Frequently, official.) 9 x 12 folders, 1¼ in., in drawer of metal filing case. SE. corner room (Bldg. A). (610)

63. RECORD OF RELEASE OF SURPLUS ALLOTMENT, Dec. 19, 1935 - Mar. 25, 1936. Form A-4-6, showing name and number of project and statement of surplus and explanation therefor. Filed chronologically. (Frequently, official.) 9 x 12 folders, ½ in., in drawer of metal filing case. SE. corner room (Bldg. A). (586)

64. MONTHLY RECORD OF GASOLINE, OIL, AND GREASE, Jan. 1, 1936 to date. Form 10-332 showing name or number of equipment; quantities of gasoline, oil, and grease used by each piece of equipment; and summary of amounts used by all equipment monthly. Filed chronologically. (Frequently, official.) 9 x 12 folders, 4 in., in drawer of metal filing case. SE. corner room (Bldg. A). (590)

65. MONTHLY SUMMARY OF THE OPERATION OF EQUIPMENT, Jan. 1, 1936 to date. Form 10-326, showing name of item, number of units on hand, number of hours of useful work, total cost per month, cost per hour, and surpluses or deficiencies in cost of operation. Filed chronologically. (Frequently, official.) 9 x 12 folders, 1½ in., in drawer of metal filing case. SE. corner room (Bldg. A). (604)

66. PROJECT AND OVERHEAD COST RECORD, Jan. 1, 1936 to date. SP ECW Form 11, showing name, number, and location of camp; amounts approved for materials, skilled labor, and equipment; and encumbrances against materials. Filed chronologically. (Frequently, official.) 9 x 12 folders, 1¼ in., in drawer of metal filing case. SE. corner room (Bldg. A). (587)

67. PROJECT STATUS RECORD, Jan. 1, 1936 to date. Showing name of project and its priority and project numbers, records of equipment, and of skilled and unskilled labor and materials used, also its total cost, money available from savings, and allotment requested. Filed chronologically. (Frequently, official.) 9 x 12 folders, 3 in., in drawer of metal filing case. SE. corner room (Bldg. A). (591)

68. INDIVIDUAL AND CONSOLIDATED MONTHLY REPORTS OF CAMP ACCIDENTS, Jan. 1, 1936 to date. ECW Forms 4 Safety Division, showing types of accidents, number of minor accidents, accidents resulting in loss of time, accidental deaths, and remarks. Filed chronologically. (Frequently, official.) 9 x 12 folders, ½ in., in drawer of metal filing case. SE. corner room (Bldg. A). (596)

69. RECORDS OF TRANSFERS OR PROPERTY, Jan. 1, 1936 to date. Showing names of shipping and receiving camps, quantities and names of articles, their cost and condition, remarks, shipping routes, dates, and names of shippers. Filed chronologically. (Frequently, official.) 9 x 12 folders, ½ in., in drawer of metal filing case. SE. corner room (Bldg. A). (603)

70. MONTHLY TELEPHONE REPORT, Jan. 1, 1936 to date. Showing dates, stations, parties called, nature of calls, and names of parties calling; cost of personal and official calls. Filed chronologically. (Frequently, official.) 9 x 12 folders, ½ in., in drawer of metal filing case. SE. corner room (Bldg. A). (608)

71. PURCHASE ORDERS FOR WORK ONLY, Jan. 2, 1936 to date. ECW Form 10-1, showing name of vendor, item number and description, quantity, unit cost, and total cost. Filed chronologically. (Frequently, official.) 9 x 12 folders, 1½ in., in wooden drawer. SE. corner room (Bldg. A). (605)

72. SURVEY REPORTS, Jan. 22, 1936 to date. Showing name, number, and location of camp; material or equipment surveyed, quantities, costs, and recommendations. Filed chronologically. (Frequently, official.) 9 x 14 loose sheets, 1½ in., in wooden drawer. SE. corner room (Bldg. A). (612)

73. PAY ROLLS FOR PERSONAL SERVICES, Feb. 6, 1936 to date. Form 1013e, showing names, addresses, grades, and designations of employees; salary rates, gross amounts earned and net amounts paid. Filed chronologically. (Frequently, official.) 9 x 12 folders, 1 in., in drawer of metal filing case. SE. corner room (Bldg. A). (569)

74. SEMIMONTHLY TIME REPORTS, Mar. 16, 1936 to date. Names and titles of workers, rates of pay and amounts paid, total days worked, and remarks. Filed chronologically. (Frequently, official.) 9 x 12 folders, 1 in., in drawer of metal filing case. SE. corner room (Bldg. A). (607)

75. MONTHLY INVENTORIES OF SPECIAL EQUIPMENT, Mar. 18, 1936 to date. Showing names and types of items; their makes, models, and serial numbers; and whether equipment is actually needed for current use or is surplus equipment. Filed chronologically. (Frequently, official.) 9 x 12 folders, 1½ in., in drawer of metal filing case. SE. corner room (Bldg. A). (597)

76. MONTHLY INVENTORIES OF TRUCKS, Apr. 1, 1936 to date. Types, makes, and models of trucks; license, serial and motor numbers; when purchased and their condition. Filed chronologically. (Frequently, official.) 9 x 12 folders, ½ in., in drawer of metal filing case. SE. corner room (Bldg. A). (588)

77. MONTHLY EQUIPMENT INVENTORY CORRECTIONS, Apr. 1, 1936 to date. Form 10-327, showing name, location, and number of camp; numbers of items corrected, and their correct balances. Filed chronologically. (Frequently, official.) 9 x 12 folders, 1 in., in drawer of metal filing case. SE. corner room (Bldg. A). (601)

78. MONTHLY MAINTENANCE RECORDS OF HEAVY EQUIPMENT, Apr. 1, 1936 to date. Form 10-325, showing names and serial numbers of trucks and special equipment attached; mileage records, hourly time records, fuel and lubricants consumed, cost of repairs, and comments. Filed chronologically. (Frequently, official.) 10 x 17 loose sheets, 5 in., in wooden drawer. SE. corner room (Bldg. A). (593)

79. REQUISITIONS FOR MATERIALS, TOOLS, EQUIPMENT, OR SUPPLIES, June 1, 1936 to date. SP ECW Forms R-1, showing quantities desired, names, and cost of articles, also project numbers. Filed chronologically. (Frequently, official.) 9 x 12 folders, 4 in., in drawer of metal filing case. SE. corner room (Bldg. A). (595)

80. QUARTERLY TOOL INVENTORY CORRECTIONS, June 30, 1936 to date. Form 10-330, showing name, number, and location of camp; numbers of items; quantities on hand, purchased, transferred, or condemned; and balances. Filed chronologically. (Frequently, official.) 8 x 12½ loose sheets, 2 in., in wooden drawer. SE. corner room (Bldg. A). (575)

81. WEEKLY TRUCK INSPECTION REPORTS, Aug. 3, 1936 to date. Form CE, showing number of truck and defects to be repaired. Filed chronologically. (Frequently, official.) 8½ x 11 loose sheets, 4 in., in drawer of metal filing case. SE. corner room (Bldg. A). (599)

82. REPORT ON OVERTIME TO UNITED STATES CIVIL SERVICE COMMISSION, Sept. 1 - Oct. 1, 1936. Showing number of persons entitled to overtime, compensations per annum, hours of overtime, and amounts necessary to compensate for overtime. Filed chronologically. (Frequently, official.) 9 x 12 folders, ¼ in., in drawer of metal filing case. SE. corner room (Bldg. A). (609)

83. MECHANIC'S DAILY REPORT, Sept. 1, 1936 to date. Showing nature of work performed, number of truck repaired, and number of hours worked by mechanic. Entered chronologically. (Frequently, official.) 8½ x 12 vols., ½ in., in wooden drawer. NW. corner room (Bldg. B). (560)

84. DAILY TRUCK REPORT OF OPERATOR, Sept. 1, 1936 to date. Form 10-334, showing number, make and class of truck; speedometer trip mileage, and notations of mechanical defects. Filed chronologically. (Frequently, official.) 9 x 12 folders, 2 in., in drawer of metal filing case. SE. corner room (Bldg. A). (592)

85. MONTHLY COST RECORD, Oct. 1, 1936 to date. Name and number of camp, priority and project numbers, number of man-days and of skilled men used. Filed chronologically. (Daily, official.) 8 x 10½ envelopes, 1 in., in drawer of metal filing case. NE. corner room (Bldg. A). (576)

86. DAILY RECORD OF NUMBER OF MEN ALLOTTED TO FOREMEN FOR A CERTAIN PROJECT, Nov. 1, 1936 to date. Showing foremen's names, number of men allotted to each foreman, project number, and total number of men allotted to all foremen. Filed chronologically. (Frequently, official.) 4 x 7 loose-leaf books, ½ in., in wooden drawer. NW. corner room (Bldg. A). (581)

FREETOWN

CAMP 11037
COMPANY 105
Administration Bldg.

87. CLAIMS FOR DAMAGES, ACCIDENTS, AND MOTOR TRANSPORTATION, Jan. 1 - July 27, 1936. Forms giving description of accidents, names of persons injured, extent of property damaged, and amounts of claims. Filed

chronologically. (Frequently, official.) 9 x 14½ folders, ¼ in., in drawer of wooden filing case. NW. corner. (4)

88. MONTHLY SUMMARIES OF TIME LOST THROUGH ACCIDENTS, Jan. 1, 1936 to date. Safety division Form ECW-1, reports on time lost through accidents, showing company number, camp number, cause of accident, and type of injury. Filed chronologically. (Frequently, official.) 9 x 14½ folders, ½ in., in drawer of wooden filing case. NW. corner. (3)

89. PAY ROLLS, Jan. 1, 1936 to date. WD Form 366, showing name and serial number of member, name and address of allottee, amounts due member and allottee after deductions. Filed chronologically. (Frequently, official.) 9 x 14½ folders, 3½ in., in drawer of wooden filing case. NW. corner. (6)

90. DAILY SICK REPORTS, Jan. 1, 1936 to date. WD AGO Form 5, showing name and number of member, date of sickness, whether incurred in line of duty, and disposition. Filed chronologically. (Frequently, official.) 9 x 14½ folders, 4 in., in drawer of wooden filing case. NW. corner. (10)

91. STATEMENTS OF CHARGES AGAINST CCC MEN, Jan. 1, 1936 to date. ECF Form 4, showing name of member charged, name of article, and cost, and total charges (duplicates). Filed chronologically. (Frequently, official.) 9 x 14½ folders, 2 in., in drawer of wooden filing case. NW. corner. (14)

92. DRIVERS' TRIP TICKETS AND PERFORMANCE RECORDS, Jan. 1, 1936 to date. Form 545 (superseded by IMC Form 237), daily reports of truck activities, showing number of miles covered and number of tons hauled. Filed chronologically. (Frequently, official.) 9 x 14½ folders, 1 in., in drawer of wooden filing case. NW. corner. (8)

93. SHIPPING TICKETS, Jan. 1, 1936 to date. IMC Form 435, showing name of consignor, quantity shipped, stock number, name of article, unit, unit cost, total cost. Filed chronologically. (Frequently, official.) 9 x 14½ folders, 4½ in., in drawer of wooden filing case. NW. corner. (7)

94. MORNING REPORTS, Jan. 1, 1936 to date. Form 1, showing number of men in camp, number sick or on leave. Filed chronologically. (Frequently, official.) 9 x 14½ folders, 3 in., in drawer of wooden filing case. NW. corner. (5)

95. MOTOR VEHICLE SERVICE RECORD BOOK, Apr. 1, 1936 to date. IMC Form 248, showing descriptions of trucks, and record of repairs, greasing, oiling, and cost of each item. Filed chronologically. (Frequently, official.) 6½ x 9½ loose-leaf book, ¼ in., in drawer of wooden filing case. NW. corner. (11)

96. INVESTIGATING OFFICERS' ACCIDENT REPORTS, May 15, 1936 to date. Forms 27, showing detailed reports of accidents, names of persons injured and witnesses, police reports, names and addresses of operators of vehicles, diagrams of manner in which accidents happened. Filed chronologically. (Frequently, official.) 9 x 14½ folders, 2 in., in drawer of wooden filing case. NW. corner. (15)

97. MILEAGE VOUCHERS, June 4 - July 27, 1936. Form 1071, showing statements of travel, and amounts of money expended (copies). Filed chronologically. (Frequently, official.) 9 x 14½ folders, ¼ in., in drawer of wooden filing case. NW. corner. (13)

98. MONTHLY MESS ACCOUNTS, July 1, 1936 to date. WD Forms IMC 469, showing number of men rationed, purchases made, money collected; and inventory of stock. Filed chronologically. (Frequently, official.) 9 x 14½ folders, 2 in., in drawer of wooden filing case. NW. corner. (9)

99. DAILY RECORDS OF BILLS OF FARE, July 1, 1936 to date. Form 444 (superseded by IMC Form 340), showing kind of food, amount used, name of dish served, cost of each item, total cost of three meals. Filed chronologically. (Frequently, official.) 9 x 14½ folders, 3 in., in drawer of wooden filing case. NW. corner. (12)

100. ABSTRACTS OF PURCHASES, July 1, 1936 to date. Delivery slip numbers, name of articles, names of contractors, unit prices, monthly totals of articles purchased (duplicates). Filed chronologically. (Frequently, official.) 9 x 14½ folders, 2 in., in drawer of wooden filing case. NW. corner. (16)

101. DAILY STOCK RECORDS, July 1, 1936 to date. QMC Form 424 Rev., showing name of article, description, cost per unit, date received, voucher number, amount received and issued, balances. Filed alphabetically. (Frequently, official.) 3¾ x 9 loose-leaf book, 1 in., in drawer of wooden filing case. NW. corner. (17)

CAMP 4108
COMPANY 110
Administration Building

102. OFFICIAL REPORTS OF INJURIES TO MEMBERS, May 30, 1933 - Jan. 29, 1936. Form CA 2-C, injury reports, containing statements of persons injured, names of official superiors, immediate superiors, attending physicians, and names of witnesses. Filed chronologically. (Frequently, official.) 9 x 14½ folders, 2 in., in drawer of metal filing case. SE. corner room. (23)

103. INDIVIDUAL RECORDS, GENERAL INFORMATION, May 30, 1933 to date. CCC Form 1, containing names, addresses, dates and places of birth, names of nearest relatives, nationalities and color of enrollees, time unemployed. Filed chronologically. (Frequently, official.) 9 x 14½ folders, 9½ in., in drawer of metal filing case. SE. corner room. (21)

104. RECORDS OF PHYSICAL EXAMINATIONS, May 30, 1933 to date. CCC Form 1A, showing results of examinations, records of inoculations, results of examinations at times of discharges or transfers. Filed chronologically. (Frequently, official.) 9 x 14½ folders, 8 in., in drawer of metal filing case. SE. corner room. (22)

105. MONTHLY REPORTS OF CIVILIANS ON CCC WORK, May 30, 1933 to date. IM Form 11, listing number of regular employees rated as educational advisors, number of intermittent employees rated as mechanics, and skilled and unskilled laborers. Filed chronologically. (Frequently, official.) 9 x 14½ folders, 5 in., in drawer of metal filing case. SE. corner room. (24)

106. RECORDS OF HEARINGS, May 30, 1933 to date. CCC Form 5, showing company numbers, dates, names of accused, how represented, pleas, names of witnesses, findings, previous punishments, appeals, and signatures of presiding officers. Filed chronologically. (Frequently, official.) 9 x 14½ folders, 2½ in., in drawer of metal filing case. SE. corner room. (30)

107. REPORTS OF OBLIGATIONS COVERING TRANSPORTATION REQUESTS, May 30, 1933 to date. Truck transportation, showing truck numbers, points transported to and from, number of passengers, estimated cost. Filed chronologically. (Frequently, official.) 9 x 14½ folders, 1 in., in drawer of metal filing case. SE. corner room. (32)

108. FINAL FINANCIAL STATEMENTS OF MEMBERS, May 30, 1933 to date. WD Form 370, records of services performed by CCC members for which payment was received. Filed chronologically. (Frequently, official.) 9 x 14½ folders, 3½ in., in drawer of metal filing case. SE. corner room. (31)

109. RECORD OF DISCHARGES, June 5, 1933 to date. CCC Form 6, showing names of members, camp numbers; dates, reasons, and types of discharges. Filed chronologically. (Frequently, official.) 9 x 14½ folders, 3 in., in drawer of metal filing case. SE. corner room. (28)

110. MONTHLY CAMP EXCHANGE INVENTORY, July 7, 1934 to date. Listing names of articles, unit and total costs, unit and total selling prices, also, statement of merchandise accountability. Filed chronologically. (Frequently, official.) 9 x 14½ folders, 6½ in., in drawer of metal filing case. SE. corner room. (25)

111. RECORD OF SPECIAL PHYSICAL EXAMINATIONS FOR TRUCK DRIVERS, Apr. 23, 1935 to date. ECF Form 17, showing names of persons examined, results of examinations, and signatures of examining officers. Filed chronologically. (Frequently, official.) 9 x 14½ folders, 3½ in., in drawer of metal filing case. SE. corner room. (19)

112. RECORD OF GASOLINE CONSUMPTION AND COST RECORDS, June 3, 1935 - July 31, 1936. Showing gasoline used in camp, reasons for use, sources, total gallons, unit costs, and total costs (triplicates). Filed chronologically. (Frequently, official.) 9 x 14½ folders, 1½ in., in drawer of metal filing case. SE. corner room. (37)

113. RECORD OF HIRE OF CIVILIAN EMPLOYEES, June 3, 1935 to date. Form IM 18, civilians employed, showing names and addresses, positions to which appointed, rates of pay, marital status, dates of birth, names and addresses of nearest relatives, project numbers, also members of families in government service. Filed chronologically. (Frequently, official.) 9 x 14½ folders, 1 in., in drawer of metal filing case. SE. corner room. (27)

114. MOTOR VEHICLE OPERATION AND MAINTENANCE COST RECORDS, June 3, 1935 to date. Form 525 (superseded by IMC Form 222), motor vehicle upkeep, showing commercial costs, army costs, total costs, inspections, costs of operation, mileage reports, descriptions and numbers of vehicles. Filed chronologically. (Frequently, official.) 9 x 14½ folders, 2 in., in drawer of metal filing case. SE. corner room. (18)

115. RECORD OF LUBRICATION AND BATTERY INSPECTION, June 3, 1935 to date. IM Form 41, lubrication of camp vehicles, recording camp numbers, motor vehicle numbers, parts lubricated, dates, speedometer readings, and total amounts of lubricants used. Filed chronologically. (Frequently, official.) 9 x 14½ folders, 1½ in., in drawer of metal filing case. SE. corner room. (29)

116. PROGRESS REPORTS, June 3, 1935 to date. IM Form 13, progress of camp work, listing amounts of expenditures, total amounts expended for labor and materials, number of skilled men employed, percentages of work completed. Filed chronologically. (Frequently, official.) 9 x 14½ folders, 2 in., in drawer of metal filing case. SE. corner room. (33)

117. REQUESTS FOR DRIVERS' PERMITS, June 3, 1935 to date. QM Form 10, showing names of applicants, company numbers, and names of examining officers (duplicate). Filed chronologically. (Frequently, official.) 9 x 14½ folders, 2½ in., in drawer of metal filing case. SE. corner room. (35)

118. REQUISITIONS FOR BLANK FORMS, June 3, 1935 to date. Showing numbers, titles, types of forms, and amount required, and whether approved. Filed chronologically. (Frequently, official.) 9 x 14½ folders, 2½ in., in drawer of metal filing case. SE. corner room. (34)

119. DAILY COST AND WORK SHEET OF ARMY TRUCKS, June 3, 1935 to date. IM Form 40, work record of trucks, listing truck numbers, dates; amounts of gasoline, oil, grease, and anti-freeze used; number of tons hauled, remarks on durability of tires, total miles traveled. Filed chronologically. (Frequently, official.) 9 x 14½ folders, 3 in., in drawer of metal filing case. SE. corner room. (26)

120. REQUESTS FOR BUDGET INCREASE, June 3, 1935 to date. Form 104, amounts allotted, increases desired, purposes of increases. Filed chronologically. (Frequently, official.) 9 x 14½ folders, ½ in., in drawer of metal filing case. SE. corner room. (36)

121. CONSOLIDATED MONTHLY QUARTERMASTER REPORT, July 31, 1935 to date. Form 49, monthly reports on materials, showing amounts on hand, amounts used during month (duplicate). Filed chronologically. (Frequently, official.) 9 x 14½ folders, 2 in., in drawer of metal filing case. SE. corner room. (20)

122. IDENTIFICATION RECORD CARDS, Apr. 1, 1936 to date. WD AGO Form 22, showing descriptions of CCC members with fingerprints of both hands. Filed chronologically. (Frequently, official.) 9 x 14½ folders, 4 in., in drawer of metal filing case. SE. corner room. (38)

GREENFIELD

CAMP 11050
COMPANY 1159
Headquarters Bldg.

123. MISCELLANEOUS RECORDS PERTAINING TO DEPARTMENT OF AGRICULTURE ACTIVITIES, Aug. 20, 1935 to date. Personnel, supply, and property records relative to Department of Agriculture activities at this camp. Filed alphabetically. (Daily, official.) 9 x 12 folders, 8 ft., in drawers of wooden filing case. Superintendent's Office. (2)

124. MISCELLANEOUS RECORDS PERTAINING TO WAR DEPARTMENT ACTIVITIES, Aug. 20, 1935 to date. Personnel, supply, and property records of War Department relative to administration of this camp. Filed by subject. (Daily, official.) 9 x 12 envelopes, 6 ft., in 4 drawers of wooden filing case. Office of Commanding Officer. (1)

HAWLEY

CAMP 11033
COMPANY 114
Headquarters Bldg.

125. MISCELLANEOUS RECORDS PERTAINING TO WAR DEPARTMENT ACTIVITIES, June 17, 1935 to date. Personnel, supply, and property records of War Department relative to administration of this camp. Filed by subject. (Daily, official.) 9 x 12 folders, 6 ft., in open wooden shelf. Office. (2)

126. MISCELLANEOUS RECORDS PERTAINING TO DEPARTMENT OF THE INTERIOR ACTIVITIES, June 17, 1935 to date. Personnel, supply, and property records relative to Department of the Interior activities at this camp. Filed by subject. (Daily, official.) 9 x 12 folders, 4 ft., in 4 drawers of wooden filing case. Office. (3)

HEATH

CAMP 11047
COMPANY 1167
Headquarters Bldg.

127. FORESTRY RECORDS, June 2, 1935 to date. Miscellaneous records pertaining to Forest Service activities at this camp. Filed by subject. (Daily, official.) 9 x 12 folders, 6 ft., in 4 drawers of wooden filing case. Superintendent's Office. (3)

128. CAMP RECORDS, June 2, 1935 to date. Personnel, supply, and property records pertaining to administrative activities at this camp. Filed by subject. (Daily, official.) 9 x 12 folders, 8 ft., in 6 drawers of wooden filing cases. Office of Commanding Officer. (2)

HOLYOKE

MOUNT TOM RESERVATION, CAMP 11029
COMPANY 1173
CCC Headquarters Bldg.

129. MISCELLANEOUS RECORDS PERTAINING TO DEPARTMENT OF THE INTERIOR ACTIVITIES, June 17, 1935 to date. Personnel, supply, and property records relative to Department of the Interior activities at this camp. Filed chronologically. (Daily, official.) Variously sized vols., folders, envelopes, covers, and bundles, 6 ft., on wooden shelves. Superintendent's Office. (6)

130. MISCELLANEOUS RECORDS PERTAINING TO WAR DEPARTMENT ACTIVITIES, June 17, 1935 to date. Personnel, supply, and property records pertaining to War Department activities of this camp. Filed chronologically. (Daily, official.) Variously sized vols., folders, envelopes, covers, and bundles, 26 ft., in 6 wooden transfer cases. Office of Commanding Officer. (5)

LEE

BEARTOWN STATE FOREST, CAMP 2153
COMPANY 108
Headquarters Bldg.

131. MISCELLANEOUS RECORDS PERTAINING TO DEPARTMENT OF THE INTERIOR ACTIVITIES, June 29, 1933 to date. Forms CW-7, CW-7X, A-42, 1013-E, 10-326, ECW-10, and C-E. Correspondence with Department of the Interior, Washington, D. C., records of active projects, requisitions for supplies and material, purchase orders, memoranda concerning camp personnel, weekly truck reports, accident reports, and pay roll records pertaining to Department of the Interior activities of this camp. Filed by subject. (Daily, official.) Variously sized vols., folders, and loose-leaf books, 6 ft., in 4 drawers of metal filing case. Office. (1)

132. MISCELLANEOUS RECORDS PERTAINING TO WAR DEPARTMENT ACTIVITIES, June 17, 1936 to date. WD AGO Forms 22, 100, 1058A, and 1013-E; ECW Form 1; and MD Form 86AB. Correspondence with corps area headquarters, medical reports on hospitalization, fire drill and inspection reports, mess requisitions, convoy inspection reports, pay roll and personnel records, identification records, and mail register concerning War Department activities at this camp. Filed by subject. (Daily, official.) Variously sized vols., folders, and loose-leaf books, 8 ft., in 5 drawers of wooden filing cases. Office. (2)

LENOX

CAMP 11039
COMPANY 1168
Headquarters Bldg.

133. MISCELLANEOUS RECORDS PERTAINING TO DEPARTMENT OF THE INTERIOR ACTIVITIES, Aug. 5, 1935 to date. Forms ECW 7, 7X, 10-327, 10-326, 10-42, and Standard Forms 1011, and 1013E, Department of the Interior miscellaneous correspondence, work progress reports, purchase orders, summary of equipment operations, weekly truck reports, and miscellaneous pay roll and personnel records. Filed alphabetically. (Daily, official.) Variously sized vols., folders, loose-leaf books and envelopes, 7 ft., in wooden cabinet. Office. (2)

134. MISCELLANEOUS RECORDS PERTAINING TO WAR DEPARTMENT ACTIVITIES, June 4, 1935 to date. Forms WD AGO 22 and 100, CCC-1 MD 861B and 1513E, War Department miscellaneous correspondence, medical officer's reports on hospitalization, convoy inspection reports, mess requisitions, personnel and pay roll records, identification cards, miscellaneous records of camp personnel. Filed alphabetically. (Daily, official.) Variously sized vols., folders, and loose-leaf books, 8 ft., in 4 drawers of metal filing case. Office. (1)

MILTON

CAMP 2170
COMPANY 1170
(A) Headquarters Bldg., Randolph Ave.
(B) Supply Bldg., Randolph Ave.
(C) Barracks, Randolph Ave.

135. MISCELLANEOUS COMPANY RECORDS, Aug. 16, 1935 to date. Form 487, vouchers, debit and credit; Form 424, receipts of property; Form 35, record of clothing and equipment; also, requisitions for supplies and clothing, miscellaneous reports, reports on expenditures, abstracts of purchases of perishable goods, morning reports, sick reports, duty roster, pay roll reports, and correspondence. Filed chronologically. (Daily, official.) Variously sized vols., folders, envelopes, loose-leaf books and bundles, 27 ft. 10 in., in 6 drawers of metal filing cases, on metal shelf, and in wooden box. Office (Bldg. A), Supply Room (Bldg. B), and Basement (Bldg. C). (33)

MONTAGUE

CAMP 11049
COMPANY 1176
Headquarters Bldg.

136. MISCELLANEOUS RECORDS PERTAINING TO DEPARTMENT OF AGRICULTURE ACTIVITIES, Aug. 1, 1935 to date. Correspondence, personnel and supply records relative to Department of Agriculture activities at this camp. Filed alphabetically. (Daily, official.) 9 x 12 folders, 5 ft., in 4 drawers of wooden filing cases. Superintendent's Office. (3)

137. MISCELLANEOUS RECORDS PERTAINING TO WAR DEPARTMENT ACTIVITIES, Aug. 20, 1935 to date. Correspondence, personnel and supply records relative to War Department activities at this camp. Filed alphabetically. (Daily, official.) 9 x 12 folders, 4 ft., in 4 drawers of metal filing case. Office of Commanding Officer. (4)

NORTH ADAMS

SAVOY CAMP 11032
COMPANY 1171
CCC Headquarters Bldg.

138. MISCELLANEOUS RECORDS PERTAINING TO WAR DEPARTMENT ACTIVITIES, Nov. 1, 1935 to date. Reports from camp commander on forms as follows: WD AGO 22, ECM 1, and USMD 86 AD 100; identification of officers and enlisted men on WD Forms 45B, and 45P; copies of telegrams sent and received; inspection reports; pay roll and personnel records; requests for allotment of funds for emergency purposes; and miscellaneous correspondence. Filed by subject. (Daily, official.) Variously sized vols., folders, loose-leaf books, cards, and sheets, 4 ft., in 2 drawers of wooden filing case. Office. (14)

139. MISCELLANEOUS RECORDS PERTAINING TO DEPARTMENT OF THE INTERIOR ACTIVITIES, Nov. 1, 1936 to date. Forms 7, 7X, ECW-4, 10-330, 10-325, 10-326, 26, 27: accident reports, equipment and operation reports, inventories, and distribution and progress reports; also, miscellaneous correspondence with Department of the Interior, and its regional and district offices. Filed alphabetically. (Daily, official.) Variously sized vols. and folders, 4 ft. 6 in., in 2 drawers of wooden filing case. Office. (12)

MOUNT GREYLOCK CAMP 2198
COMPANY 107
CCC Headquarters Bldg.

140. MISCELLANEOUS RECORDS PERTAINING TO WAR DEPARTMENT ACTIVITIES, May 1, 1933 to date. Reports to First Corps Area Headquarters from camp commander: identifications of officers and enlisted men, medical officer's reports on hospitalization, enrollees' discharge papers, convoy inspection reports, mess requisitions, pay roll and personnel records, and mail registry reports of financial officer. See addenda for additional description. Filed by subject. (Daily, official.) Variously sized vols., folders, loose-leaf books, cards, and sheets, 8 ft., in 5 drawers of wooden filing case. Office. (13)

141. MISCELLANEOUS RECORDS PERTAINING TO DEPARTMENT OF THE INTERIOR ACTIVITIES, May 1, 1935 to date. Reports and correspondence of camp superintendent with regional and district offices of Department of the Interior, also property and inventory records. See addenda for additional description. Filed by subject. (Daily, official.) Variously sized vols., folders, covers, and loose-leaf books, 5 ft., in 2 drawers of wooden filing case. Office. (11)

NORTHFIELD

CAMP 11042
COMPANY 1153
Headquarters Bldg.

142. CAMP FORESTRY RECORDS, Sept. 10, 1935 to date. Correspondence and records relative to forestry operations under Department of Agriculture at this camp. Filed alphabetically. (Frequently, official.) 9 x 12 folders, 4 ft., in drawer of metal filing case and in 4 drawers of wooden filing case. Office of Superintendent. (4)

143. CAMP RECORDS PERTAINING TO WAR DEPARTMENT ACTIVITIES, Sept. 10, 1935 to date. Correspondence, personnel, supply, and property records relative to activities under War Department at this camp. Filed alphabetically. (Frequently, official.) 9 x 12 folders, 10 ft., in 6 drawers of wooden filing cases. Office of Commanding Officer. (5)

OTIS

STATE FOREST, CAMP 2161
COMPANY 1138
Headquarters Bldg.

144. MISCELLANEOUS ADMINISTRATION RECORDS, June 1, 1933 to date. WD AGO Form 22, ECW Form 1, MD Form 86 AB, and WD Forms 45B, 45C, and 1013E: reports on inspections and fire drills, pay rolls, bills of lading, requests for allotment of funds, mess requisitions, and camp personnel records; also, miscellaneous correspondence between captain and his superiors. (Daily, official.) Variously sized vols., folders, and loose-leaf books, 8 ft., in 4 drawers of wooden filing cases. Office. (1)

145. MISCELLANEOUS WORK RECORDS, Aug. 1, 1933 to date. ECW Forms 7 and A-42, CW Forms 7 and 7X, and Standard Form 1013-e: weekly and monthly reports, requisitions for equipment and supplies, personnel and pay roll records; also, correspondence with headquarters, Washington, D.C. (Daily, official.) Variously sized vols., folders, and loose-leaf books, 6 ft., in 3 drawers of metal filing case. Office. (2)

PITTSFIELD

PITTSFIELD STATE FOREST, CAMP 11034
COMPANY 127
CCC Headquarters Bldg.

146. MISCELLANEOUS RECORDS PERTAINING TO WAR DEPARTMENT ACTIVITIES, June 16, 1933 to date. Correspondence and reports of commanding officer

with headquarters: medical officer's reports, pay roll and personnel records, officers' identification cards, requisitions for supplies, convoy inspection reports, and fire drill reports. Filed alphabetically. (Daily, official.) Variously sized vols., folders, loose-leaf books, and cards, 20 ft., in 10 drawers of metal filing cases. Office. (64)

147. MISCELLANEOUS RECORDS PERTAINING TO DEPARTMENT OF THE INTERIOR ACTIVITIES, Oct. 26, 1935 to date. Correspondence and reports of superintendent relative to official business under the Department of the Interior: monthly progress reports, weekly truck reports, requisitions and purchase orders for supplies and equipment, pay roll and personnel records. Filed alphabetically. (Daily, official.) 9 x 12 folders, 3 ft., in wooden box. Office. (63)

PLYMOUTH

MYLES STANDISH STATE FOREST, CAMP 2163
COMPANY 102
(A) Headquarters Bldg.
(B) Hospital
(C) Blacksmith Shop
(D) Lavatory Bldg.

148. CREW FOREMEN'S DAILY REPORTS, May 1, 1933 to date. Daily reports of work accomplished by each crew, showing number of men, project number, types of work, commencement and completion dates. Entered chronologically. (Daily, official.) Variously sized vols., and loose-leaf books, 6¼ in., in drawer of filing case and on desk. Superintendent's Office (Bldg. A). (267)

149. MISCELLANEOUS RECORDS AND CORRESPONDENCE, May 1, 1933 to date. Monthly consolidated reports on progress of work showing numbers of projects, number of man-days on work, commencement and completion dates, purchases of construction material; also, correspondence with Boston office. Filed chronologically. (Daily, official.) Variously sized loose papers, 3 ft. 4 in., in 3 drawers of wooden filing case. Superintendent's Office (Bldg. A). (263)

150. OLD MISCELLANEOUS REPORTS, May 1, 1933 to date. Truck reports showing names of drivers, mileage in and out, totals, oil consumed, types of service; also, work sheets and general correspondence relative to camp activities (duplicates). Filed chronologically. (Frequently, official.) Variously sized bundles and loose papers, 4 ft., in cardboard boxes. Sooty. Superintendent's Office (Bldg. A). (266)

151. PROGRESS REPORTS, May 1, 1933 to date. Daily activity reports of crew leaders, showing time and mileage consumed surveying projects and number of man-days allowed per project. (Frequently, official.) Variously sized loose papers, 2½ in., on desk. Superintendent's Office (Bldg. A). (264)

152. GENERAL CORRESPONDENCE, May 1, 1933 to date. Military officers' correspondence with superiors at Fort Adams, R. I., pertaining to military activities, general routine, supervision, instruction, and regulations. (Daily, official.) 9 x 12 folders, 1 ft. 9 in., in 3 drawers of wooden filing case. Captain's Office (Bldg. A). (257)

153. MISCELLANEOUS RECORDS, May 1, 1933 to date. Of orders, memoranda, personnel and discharges; also, guard reports, rosters, rank of company members, and educational subjects. Filed by subject. (Daily, official.) 9 x 12 folders, 2 ft. 9 in., in 2 drawers of metal filing case. Captain's Office (Bldg. A). (258)

154. MESS RECORDS, May 1, 1933 to date. Daily food inventories with itemized lists of food consumed and costs per meal and per day. Filed chronologically. (Daily, official.) 9 x 12 folders, 5 in., in drawer of metal filing case. Captain's Office (Bldg. A). (251)

155. PROPERTY LEDGER, May 1, 1933 to date. Record of all Government property at camp, other than medical supplies charged to medical department, such as bedding, beds, linen, furniture, and surgical instruments. Filed chronologically. (Monthly, official.) 8 x 10½ loose-leaf books, 1 in., in drawer of desk. Office of Medical Officer (Bldg. B). (259)

156. PURCHASES OF SUPPLIES AND TRANSPORTATION FURNISHED, May 1, 1933 to date. Itemized records of supplies purchased; and transportation of men to and from camp. Filed chronologically. (Daily, official.) 9 x 12 folders, 5 in., in drawer of metal filing case. Captain's Office (Bldg. A). (265)

157. RECORD OF SPECIFIC TREATMENTS AND VACCINATIONS, May 1, 1933 to date. Record of specific treatments of diseases, and of vaccinations given in accordance with rules governing CCC. (Monthly, official.) 8 x 14½ loose-leaf books, ½ in., in drawer of desk. Office of Medical Officer (Bldg. B). (253)

158. RECEIPT AND EXPENDITURE OF SUPPLIES OF THE MEDICAL DEPARTMENT, May 1, 1933 to date. Ledger record of the receipt and expenditure of medical supplies. Filed chronologically. (Daily, official.) 9 x 12 loose-leaf books, 2 in., on top of desk. Office of Medical Officer (Bldg. B). (262)

159. MISCELLANEOUS REPORTS AND CORRESPONDENCE, May 1, 1933 to date. Requisitions for, correspondence concerning, and inventories of supplies ordered from Quartermaster Department; also, shipping tickets, details of shipments received, surveys of property, and reports on gas and oil. (Daily, official.) 9 x 12 folders, 2 ft. 2 in., in 3 drawers of metal filing case. Supply Room (Bldg. D). (256)

160. PROPERTY INVENTORY RECORD, May 1, 1933 to date. Detailed inventory of property, supplies, and equipment, showing dates issued, voucher numbers, quantities, and balances on hand. (Daily, official.) 4 x 9 folders and loose-leaf books, 1 ft. 10 in., on top of desk. Supply Room (Bldg. D). (255)

161. FINANCE AGENT RECORDS, Feb. 1, 1935 to date. Of receipt and expenditure of money including pay rolls and transportation accounts. (Daily, official.) 9 x 12 folders, 6 in., in desk of captain. Captain's Office (Bldg. A). (260)

162. JOB RECORD, Jan. 1, 1936 to date. Of time and materials used on each paint job. Filed chronologically. (Daily, official.) 4 x 6 loose cards, 4 in., in wooden box. Damaged by careless handling, dirty. (Bldg. C). (252)

163. DAILY TRUCK RECORDS AND OPERATION COSTS, May 1, 1936 to date. Showing truck numbers, dates, drivers' names, work performed, gas and oil issued, mileage, repair costs, and idle hours of trucks. Filed numerically. (Daily, official.) 4 x 7 vols., $4\frac{3}{4}$ in., on top of cabinet. Dirty. (Bldg. C). (254)

164. ISSUE BOOK, June 1, 1936 to date. Record of equipment issued each man, showing date, name of individual, article or commodity, quantity, and replacement or renewal. Filed alphabetically. (Daily, official.) $9\frac{1}{2}$ x $14\frac{1}{2}$ loose-leaf books, 3 in., on desk. Supply Room (Bldg. D). (261)

SANDISFIELD

SANDISFIELD STATE FOREST, CAMP 2152
COMPANY 196
CCC Headquarters Bldg.

165. MISCELLANEOUS RECORDS PERTAINING TO DEPARTMENT OF AGRICULTURE ACTIVITIES, June 1, 1933 to date. Correspondence and reports pertaining to forestry activities at camp: pay rolls, personnel records, weekly truck reports, purchase orders, requests for allotments, requisitions, and memoranda relating to personnel. (Daily, official.) Variously sized vols. and folders, 4 ft., in 3 drawers of wooden filing case. Office. (2)

166. MISCELLANEOUS RECORDS PERTAINING TO WAR DEPARTMENT ACTIVITIES, June 4, 1933 to date. Forms: ECW 1; Med. Dept. 86 AB; 1013E, 1058A, and 100; and WD AGO 22 including mail register, medical officers' reports, pay rolls, personnel records, identification cards, mess requisitions, and allotment requests; also, corps area and miscellaneous correspondence. (Daily, official.) Variously sized folders, 12 ft., in 6 drawers of wooden filing cases. Office. (1)

SAUGUS

BREAKHART RESERVATION, CAMP 11028
COMPANY 1149
CCC Headquarters Bldg.

167. GENERAL FILES, June 17, 1935 to date. Morning reports; personnel, health, and physical examination records; vouchers, pay rolls, travel receipts, expenditures, and requisitions; and general correspondence with headquarters. Filed alphabetically. (Daily, official.) 9 x 12 folders, 8 ft. 10 in., in 5 drawers of metal filing cases. Army Office. (1)

SAVOY

CHARLEMONT CAMP 11043
COMPANY 1183
CCC Headquarters Bldg.

168. MISCELLANEOUS FORESTRY RECORDS, June 15, 1933 to date. Personnel, supply, and property records; maps and plans pertaining to activities of Department of Agriculture. Filed alphabetically. (Daily, official.) 9 x 12 folders, 4 ft., in 2 drawers of wooden filing case. Superintendent's Office. (3)

169. MISCELLANEOUS CAMP RECORDS, June 15, 1933 to date. Personnel, supply, and property records pertaining to activities of War Department in connection with Company 1183. Filed alphabetically. (Daily, official.) 9 x 12 folders, 12 ft., in 7 drawers of wooden filing cases. Office of Commanding Officer. (5)

SAVOY PARK, CAMP 4106
COMPANY 143
CCC Headquarters Bldg.

170. MISCELLANEOUS RECORDS PERTAINING TO WAR DEPARTMENT ACTIVITIES, June 17, 1933 to date. Personnel, supply, and property records pertaining to activities of War Department in connection with Company 143. Filed alphabetically. (Daily, official.) 9 x 12 folders, 14 ft., in 8 drawers of metal filing cases. Office of Commanding Officer. (4)

171. MISCELLANEOUS RECORDS PERTAINING TO DEPARTMENT OF THE INTERIOR ACTIVITIES, June 17, 1933 to date. Personnel, supply, and property records; construction plans pertaining to activities of the Department of the Interior. Filed alphabetically. (Daily, official.) 9 x 12 folders, 10 ft., in 6 drawers of metal filing cases. Office of Superintendent. (1)

SPRINGFIELD

OFFICE OF CCC FOREST SERVICE INSPECTORS
U. S. Post Office and Courthouse Bldg.
436 Dwight St.

172. BLUEPRINTS, May 1, 1933 to date. Of construction project under the direction of the Forest Service at various CCC camps. Filed numerically. (Daily, official.) 22 x 36 and 24 x 30 sheets, 11 in., in 4 drawers of wooden filing case. R. 324. (1,086)

173. PERSONNEL RECORDS, May 1, 1933 to date. Forms 113A and 113G, containing brief histories of personnel and ratings. Filed alphabetically. (Daily, official.) 4 x 8 cards and 9 x 12 folders, 5 ft. 4 in., in 2 drawers of wooden filing case and in 2 drawers of wooden card cabinet. R. 324. (1,085)

174. ADVISORS' LISTS, Oct. 13, 1933 to date. Approved lists of applicants recommended by advisors for positions in the Forest Service. Filed alphabetically. (Daily, official.) 3 x 5 cards, 2 ft., in 3 drawers of wooden card cabinet. R. 324. (1,094)

175. INSPECTION REPORTS, July 1, 1935 to date. Of the administration of CCC camps under the Forest Service. Filed numerically by camp number. (Daily, official.) 9 x 12 folders, 1 ft. 7 in., in drawer of wooden filing case. R. 324. (1,084)

176. GENERAL CORRESPONDENCE, June 20, 1936 to date. Pertaining to routine and official activities of this office. Filed alphabetically. (Daily, official.) 9 x 12 folders, 1 ft. 3 in., in drawer of wooden filing case. R. 324. (1,102)

177. WORK PLANS, June 20, 1936 to date. Forms MR-1, plans to cover a year's work at various camps under the Forest Service. Filed numerically by camp numbers. (Daily, official.) 9 x 12 folders, 1 ft. 5 in., in drawer of wooden filing case. R. 324. (1,089)

178. LEAVE OF ABSENCE CARDS, July 1, 1936 to date. Forms 17-A, records of leaves of absence of office employees of this agency. Filed alphabetically. (Daily, official.) 4 x 8 cards, 3 in., in drawer of wooden card cabinet. R. 324. (1,150)

179. CCC RECORDS, Jan. 1, 1933 to date. Forms ECF 1 and CCC 1, applications for enrollment in CCC which have been rejected. Filed chronologically. (Never.) 8 x 10½ bundles, 4 ft. 8 in., in closed wooden box. Storeroom. (1,276)

TOWNSEND

FOREST CAMP 11038
COMPANY 1139
Headquarters Bldg.

180. GENERAL FILE, June 1, 1935 to date. Miscellaneous camp records and correspondence, including morning reports, vouchers, personnel records, pay rolls, travel receipts and expenditures, requisitions, health records and results of physical examinations of applicants. Filed alphabetically. (Daily, official.) 9 x 12 folders and envelopes, 6 ft., in 4 drawers of wooden filing case. Office. (1)

UPTON

UPTON CAMP 11036
COMPANY 2105
Headquarters Bldg.

181. MISCELLANEOUS FILE, Aug. 30, 1935 to date. General correspondence, changes in regulations, complaints, transportation reports, company orders, morning report, daily sick reports, and roll calls. Filed chronologically. (Daily, official.) 9 x 12 folders and paper packages, 6 ft. 3 in., in 2 drawers of wooden filing case and in pasteboard boxes. (3)

182. INDIVIDUAL RECORDS, Aug. 31, 1935 to date. Personnel records, showing names, addresses, ages, birth places, education, parents' names and places of birth, and work histories of enrollees. Filed alphabetically. (Frequently, official.) 9 x 12 folders and paper packages, 2 ft., in drawer of wooden filing case. Office. (4)

183. DAILY WORK SHEETS, Aug. 31, 1935 to date. Records of work done daily by each member of camp, showing number of hours worked and type of work. Filed alphabetically. (Daily, official.) 9 x 12 folders and paper packages, 2 ft. 6 in., in drawer of wooden filing case and in pasteboard box. Office. (5)

184. PURCHASE ORDERS, Aug. 31, 1935 to date. Orders for food, building supplies, bedding, wiring tools and other materials (copies). Filed chronologically. (Daily, official.) 9 x 12 folders, and paper packages, 1 ft. 9 in., in drawer of wooden filing case and in pasteboard box. Office. (6)

185. MEDICAL RECORDS, Aug. 30, 1936 to date. Daily sickness and accident records showing treatments given; records of medical supplies on hand, and sanitation records. Filed alphabetically. (Daily, official.) 9 x 12 folders and paper packages, 3 ft., in drawer of wooden filing case and in pasteboard box. Office. (2)

WARWICK

CAMP 11048
COMPANY 1155
Headquarters Bldg.

186. CAMP RECORDS, June 2, 1935 to date. Personnel and supply records, and correspondence pertaining to War Department activities at this camp. Filed alphabetically. (Frequently, official.) 9 x 12 folders, 6 ft., in 6 drawers of wooden filing cases. Office. (2)

187. CAMP FORESTRY RECORDS, June 2, 1935 to date. Records and correspondence pertaining to Forest Service activities at this camp. Filed alphabetically. (Frequently, official.) 9 x 12 folders, 3 ft., in 2 drawers of metal filing case. Office. (3)

WENDELL

WENDELL STATE FOREST, CAMP 2145
COMPANY 116
Headquarters Bldg.

188. MISCELLANEOUS RECORDS PERTAINING TO FOREST SERVICE ACTIVITIES, June 6, 1935 to date. Personnel, supply, and property records pertaining to Forest Service activities at this camp. Filed alphabetically. (Daily, official.) 9 x 12 folders, 6 ft., in 4 transfer cases. Office of Superintendent. (3)

189. MISCELLANEOUS CAMP RECORDS, June 6, 1935 to date. Personnel, supply, and property records pertaining to the War Department activities at this camp. Filed alphabetically. (Daily, official.) 9 x 12 folders, 8 ft., in 17 transfer cases. Office of Commanding Officer. (4)

WESTFIELD

CAMP 11051
COMPANY 1174
Headquarters Bldg.

190. MISCELLANEOUS FORESTRY RECORDS, June 4, 1935 to date. Personnel, supply, and property records pertaining to activities of the Department of Agriculture at this camp, also correspondence. Filed alphabetically. (Daily, official.) 9 x 12 folders, 4 ft., in 3 drawers of filing case. Office of Superintendent. (131)

191. MISCELLANEOUS CAMP RECORDS, June 4, 1935 to date. Personnel, supply, and property records pertaining to War Department activities at this camp, also correspondence. Filed alphabetically. (Daily, official.) 9 x 12 folders, 5 ft., in 4 drawers of filing case. Office of Commanding Officer. (130)

ROBINSON STATE PARK, CAMP 11035
COMPANY 2103
CCC Headquarters Bldg.

192. MISCELLANEOUS RECORDS PERTAINING TO FOREST SERVICE ACTIVITIES, June 18, 1935 to date. Personnel, supply, and property records pertaining to activities of the Forest Service at this camp, also related correspondence. Filed alphabetically. (Frequently, official.) Variously sized vols., folders, and loose-leaf books, 3 ft., on wooden shelves. Superintendent's Office. (133)

193. MISCELLANEOUS RECORDS PERTAINING TO WAR DEPARTMENT ACTIVITIES, June 18, 1935 to date. Personnel, supply, and property records pertaining to activities of the War Department at this camp; also related correspondence. Filed alphabetically. (Frequently, official.) Variously sized vols., folders, and loose-leaf books, 6 ft., on wooden shelves. Office of Commanding Officer. (132)

WESTMINSTER

LEOMINSTER STATE FOREST, CAMP 2143
COMPANY 197
Headquarters Bldg.

194. GENERAL FILE, June 27, 1933 to date. Miscellaneous reports and correspondence, including morning reports, vouchers, personnel records, pay rolls, travel receipts and expenditures, requisitions, health records, and results of physical examinations of members. Filed alphabetically. (Daily, official.) 9 x 12 folders, 21 ft. 2 in., in 12 drawers of metal filing cases. Office. (2)

PART 3. THE FEDERAL COMMUNICATIONS COMMISSION

THE FEDERAL COMMUNICATIONS COMMISSION

BOSTON

OFFICE OF THE INSPECTOR IN CHARGE
Custom House, India and State Sts.

An office of the Radio Service of the Bureau of Navigation was established under the Department of Commerce and Labor in the Custom House, in Boston, November 1912. In 1927 this Radio Service came under the jurisdiction of the newly created Federal Radio Commission, which was renamed the Federal Communications Commission when the scope of its activities was broadened in 1934. The Boston office has jurisdiction over all communication activities in New England and maintains a monitoring station at the Naval Ammunition Depot in Hingham to police radio transmissions. The personnel consists of an inspector in charge, a staff of four radio inspectors, and three clerks. There are more than 5,000 mobile and stationary units supervised by this office in this area. The office is responsible for the inspection of apparatus, the monitoring of stations, the measurement of frequencies, the examining of applicants for licenses, and the investigation of violations of radio laws, rules, and treaties. All current records are safely and accessibly maintained in modern equipment.

195. GENERAL CORRESPONDENCE, OTHER THAN BROADCASTS OF AMATEUR, Jan. 1, 1923 to date. Correspondence concerning applications for radio station licenses, applications for renewal or modification of station licenses, radio station construction permits, and licenses issued, inspection reports, etc. Filed alphabetically. (Frequently, official.) 9 x 11½ folders, 2 ft. 10 in., in drawer of metal filing case and on shelf of wooden cabinet. Private Office. (1,471)

196. GENERAL CORRESPONDENCE WITH BROADCAST STATIONS, Jan. 1, 1927 to date. Correspondence concerning licenses, permits, applications for renewals, and construction permits. Filed alphabetically. (Frequently, official.) 9 x 11½ folders, 3 ft. 9½ in., in drawer of metal filing cabinet and on shelf of wooden cabinet. Private Office. (1,470)

197. STATION LICENSES GRANTED FOR AMATEUR RADIO OPERATION, Jan. 1, 1927 - Sept. 30, 1933. Copies of amateur radio station licenses, Form 8B; applications for renewal, modification, etc. Filed geographically. (Occasionally, official.) 9 x 11½ folders, 28 ft. 11 in., in 18 drawers of metal filing cases. General Office. (3,046)

198. REPORT OF FREQUENCY MEASUREMENTS, Jan. 1, 1929 to date. Dept. of Commerce Form 790, and FCC Form 791, showing location of monitoring stations, dates, and time of measurements, call letters of stations measured, frequencies assigned or measured, deviations, high or low, and remarks. Filed chronologically. (Frequently, official.) 9 x 11½ folders and 5 x 8 loose forms, 2 ft., in drawer of metal filing case, in drawer of wooden filing case, and in 4 pasteboard boxes. General Office. (3,656; 1,456)

199. GENERAL CORRESPONDENCE, Jan. 1, 1930 to date. Mostly concerning operators, licenses, violations of communications laws, requisitions, travel authorizations, and statistical reports. Filed alphabetically. (Daily, official.) 9 x 11½ bundles, 11 ft. 3 in., in 4 drawers of metal filing case, in drawer of wooden cabinet, and in drawer of metal cabinet. General Office. (3,642)

200. EXPIRED EXPERIMENTAL STATION LICENSES, Jan. 1, 1931 to date. Form 452, showing class and location of stations, nature and hours of service, frequencies and types of emission, types of apparatus, and tolerance percentages. Forms 7B, construction permits showing names of grantees, dates of commencement and completion of constructions. Filed alphabetically. (Occasionally, official.) 8 x 10½ bundles, 1 in., in drawer of metal filing cabinet and on shelf of wooden cabinet. Private Office. (1,458)

201. DISCREPANCIES IN RADIO COMMUNICATIONS, Jan. 1, 1931 to date. Form 74, reports concerning all infractions of rules of the International Radiotelegraph Convention of 1927. Filed alphabetically. (Frequently, official.) 9 x 11½ folders, 2 ft. 3 in., in drawer of metal filing case, and on shelf of wooden cabinet. Private Office. (1,472)

202. APPLICATION FOR COMMERCIAL OPERATOR'S LICENSE, Jan. 1, 1932 to date. Form 756, showing name, address, date of birth, and qualifications. Filed chronologically. (Frequently, official.) 9 x 11½ folders, 2 ft., in drawer of metal filing case and in wooden cabinet. General Office. (1,462)

203. PUBLIC VOUCHER FOR PURCHASES AND SERVICES OTHER THAN PERSONAL, Jan. 1, 1932 to date. Form 1034A, showing name and address of payee, expenditure symbol, number and date of order, date of delivery, quantity, unit price, and amount. Filed chronologically. (Frequently, official.) Variously sized folders, 4 in., in drawer of wooden filing case and on shelf of wooden cabinet. Private Office. (1,464)

204. EXAMINATION PAPERS, Jan. 1, 1932 to date. Examination papers of applicants for amateur, commercial, and broadcast licenses. Filed chronologically. (Occasionally, official.) 8½ x 14 bundles (46), 11 ft. 4 in., in metal cabinets. General Office. (1,456)

205. TEMPORARY LICENSE CERTIFICATE, Jan. 1 - Dec. 31, 1932. Form 758, showing class of license, name, date and place of birth of licensee; date and place of issuance, name of inspector certifying examination, and permission for additional authority. Issued in lieu of standard license certificates for the year 1932. Filed alphabetically. (Occasionally, official.) 8 x 10½ bundles, 4 in., in wooden cabinet. Private Office. (1,463)

206. RECORDS OF SHIP INSPECTIONS, Jan. 1, 1932 to date. Names of ships, nationalities, owners, radio districts, dates of inspections, call letters, classifications, and where and when certified. Filed alphabetically. (Frequently, official.) Variously sized folders and bundles, 3 ft. 2½ in., in 2 drawers of metal filing case, and in drawer of wooden cabinet, and in drawer of metal cabinet. General Office. (1,461)

207. GENERAL AMATEUR CORRESPONDENCE, Jan. 1, 1933 to date. Correspondence containing requests for operator's licenses, queries regarding requirements for licenses, questions of amateur procedure, and copies of amateur station licenses. Filed alphabetically. (Frequently, official.) 9 x 11½ folders, 9 in., in drawer of metal filing case. Private Office. (1,469)

208. DELETIONS AND CORRECTIONS, Jan. 1, 1933 to date. Form 10684, reports from the Federal Communications Commission, Washington, showing names of amateurs, numbers of operators' licenses, endorsements for class, and whether accepted or canceled. Filed alphabetically. (Daily, official.) 9 x 11½ folders, 4 in., in drawer of metal filing case. General office. (3,748)

209. RECORD OF COMMERCIAL OPERATORS' EXAMINATIONS, Oct. 1, 1933 to date. Showing names and addresses of applicants, results of examinations, licenses held, and dates of expirations. Filed alphabetically. (Rarely, official.) 3 x 5 cards, 1 ft. 1 in., in drawer of metal card cabinet. General Office. (1,467)

210. RECORD OF AMATEUR OPERATORS, Oct. 1, 1933 to date. Showing names of licensees, dates of issuance of licenses, station locations, and call letters. Filed alphabetically and geographically. (Frequently, official.) 3 x 5 cards, 10 ft. 6 in., in 9 drawers of metal filing card cabinet. General Office. (1,466)

211. RECORD OF ACTIVE AMATEUR STATIONS, Oct. 1, 1933 to date. Showing names and addresses of licensees, dates of issuance and expiration of license, station locations, and call letters. After expiration date placed in inactive file by call letters. (Daily, official.) 3 x 5 cards, 7 in., in drawer of wooden card cabinet. General Office. (4,440)

212. RECORD OF AMATEUR STATION LICENSES EXPIRED, Oct. 1, 1933 to date. Showing names of licensees, dates of issuance and expiration, station locations, and call letters. Filed alphabetically. (Frequently, official.) 3 x 5 cards, 1 ft., in drawer of metal card cabinet. General Office. (1,468)

213. CORRESPONDENCE, LICENSED RADIO STATIONS, Jan. 1, 1935 to date. Correspondence concerning all radio stations, circular letters, and reports of infractions of rules of International Convention on Radio Regulations. Filed alphabetically. (Frequently, official.) 9 x 11½ folders, 6 in., in drawer of metal filing case. General Office. (1,455)

214. LETTERS AND REQUESTS FROM AMATEURS, Jan. 1, 1935 to date. Letters from amateurs requesting application forms for operators' licenses, station licenses, renewals of licenses, transfers of station licenses, and queries concerning amateur operation and procedure. Filed chronologically. (Frequently, official.) 9 x 11½ folders, 5 in., in drawer of metal filing case. General Office. (1,457)

HINGHAM

RADIO MONITORING STATION
Naval Ammunition Depot, Administration Bldg.

The Federal Communications Commission's monitoring station at Hingham was established June 1929. The office occupies Room 26 in the Naval Ammunition Depot Administration Building and uses the adjoining room for its storage battery power supply. A few of the records in the office are intact from the date of its establishment; but, for the most part, all records and reports of any value are sent periodically to the Boston office.

215. DAILY LOG, Aug. 1, 1929 to date. Record of activities at this station, showing number of tests of frequency measurements; condition of power supply, storage batteries, charging equipment; unusual occurrences. Filed chronologically. (Daily, official.) 8 x 10½ bound vols., 4 in., in drawer of metal filing case. R. 26. (54)

216. CORRESPONDENCE, Oct. 20, 1930 to date. Mostly communications between this station and the district office in Boston, concerning the activities and operation of this station. Filed by subject. (Daily, official.) 9 x 11½ folders, 3 in., in drawer of metal filing case. R. 26. (55)

217. DAILY WORK SHEETS, July 1931 to date. Reports of radio tests made at this station, showing date and time of test, call letters of station tested, nature of test, operator on duty. Filed chronologically. (Daily, official.) 8 x 10½ loose sheets, 10 in., in drawer of metal filing case. R. 26. (53)

218. FREQUENCY MEASUREMENTS, Feb. 4, 1935 to date. Records showing locations of monitoring stations, dates and time of measurements, call letters of stations measured, frequencies assigned and measured, deviations high and low, and remarks. Filed chronologically. (Daily, official.) 9 x 12 folders, 5 in., in drawer of metal filing case. R. 26. (56)

PART 4. THE FEDERAL EMERGENCY ADMINISTRATION OF PUBLIC WORKS

THE FEDERAL EMERGENCY ADMINISTRATION OF PUBLIC WORKS

INTRODUCTION

This agency was established under the authority of Title II of the National Industrial Recovery Act of 1933. Its life was extended to June 30, 1937 by the Emergency Relief Appropriation Act of 1935. On Nov. 1, 1937, the 48 State PWA offices were regrouped into seven regional offices, which function at the present time. With the passage on June 16, 1938, of the new Public Works Administration Appropriation Act of 1938 (Title II of the Emergency Relief Appropriation Act of 1938) a new public works program was inaugurated which will be in force until June 30, 1941.

The purpose of this program is to reduce unemployment and to aid in the restoration of purchasing power through the construction of useful public works. It provides grants-in-aid, and loans for road building, naval construction, river and harbor work, army housing, forest conservation, irrigation, power development, railroad improvement, slum clearance, low-cost housing, and dozens of other public improvements.

The organization in Massachusetts includes an administrative, inspective, and investigative division, each functioning independently of the others. Efforts have been made in all cases to employ as high a percentage of relief workers as is consistent with the type of project approved.

The Housing Division of the PWA was established under Executive Order of August 19, 1933, to promote the program of low-cost housing and slum clearance projects authorized by the NIRA, with a view to providing low-rental housing for lower income groups and to relieve unemployment in the building trades and allied industries. There were only two projects in Massachusetts: one in South Boston, and the other in Cambridge. Upon their completion, the projects were terminated and their records were sent to Washington, D.C., about two years ago.

BOSTON

OFFICE OF THE STATE DIRECTOR
U. S. Post Office and Court House Bldg.
Post Office Square

This office was opened in June 1933 in the U.S. Post Office and Court House Building. All applications for non-Federal allotments, except for low-cost housing, are filed with the director. It is his duty to pass on these applications in the first instance, examining and reporting on each from the standpoint of local coordinating, planning, social and economic desirability, engineering and financial soundness and legality.

In most cases contracts are then made with the Administrator representing the United States, though on occasion the director, with the approval of the Administrator, may authorize work by force account. Opposition to, and complaints against the conduct of projects may be filed either with the director or the State engineer.

Records are in good condition and are kept in modern containers in Rooms 411 and 415 of the U.S. Post Office and Court House Building. Reports are periodically submitted to headquarters, Washington, D.C.

219. SCHEDULE OF DISBURSEMENTS, Jan. 6, 1933 to date. Standard Form 1064, expense vouchers of contractors and their employees. Filed by subject. (Daily, official.) 9 x 12 folders, 4 in., on steel shelf. R. 411. (3,286)

220. APPROVALS OF GRANTS AND LOANS, June 16, 1933 to date. Telegrams approving applications for grants and loans. Filed chronologically. (Occasionally, official.) 9 x 12 folders, 2 in., in drawer of metal filing case. R. 411. (3,161)

221. DAILY DOCKET LISTS, June 16, 1933 to date. Mimeographed lists of applications by states for grants of Federal money. Filed chronologically. (Monthly, official.) 8 x 10½ and 8½ x 14 loose papers, 3 ft. 8 in., in 3 drawers of metal filing case. R. 411. (3,494)

222. LIVE DOCKETS, June 16, 1933 to date. Specifications for construction, insurance records, drafts of offer for grants, correspondence on ERA program for 1935. Filed numerically. (Daily, official.) 9 x 12 folders, 44 ft., in 22 drawers of metal filing cases. R. 411. (3,626)

223. LIVE PROJECTS, June 16, 1933 to date. Applications for grants for projects approved by state, city or town; relative correspondence. Filed numerically. (Daily, official.) 9 x 15 folders, 80 ft., in 40 drawers of metal filing cases. R. 411. (3,156)

224. GENERAL FILES, June 16, 1933 to date. General correspondence connected with the work of PWA in Massachusetts. Filed chronologically. (Daily, official.) 9 x 12 folders, 6 ft., in 5 drawers of metal filing cases. R. 411. (3,217; 3,686; 3,830)

225. BULLETINS, June 16, 1933 to date. Mimeographed copies of administrative orders received from Washington headquarters. Filed chronologically. (Daily, official.) 7½ x 10½ loose papers, 4 ft., in 2 drawers of metal filing case. R. 411. (3,154)

226. NEW PROGRAM, June 16, 1933 to date. Correspondence on new program determined at conference of State directors and engineer inspectors. Filed alphabetically. (Daily, official.) 9 x 12 folders, 2 ft., in drawer of metal filing case. R. 411. (3,583)

227. OFFICE REQUISITIONS, June 16, 1933 to date. Correspondence concerning purchase of supplies for office of State director. Filed chronologically. (Daily, official.) 9 x 12 folders, 8 in., in drawer of metal filing case. R. 411. (3,202)

228. OFFICE RENTAL SERVICE, June 16, 1933 to date. Correspondence concerning office space rented by State director. Filed chronologically. (Occasionally, official.) 9 x 12 folders, 4 in., in drawer of metal filing case. R. 411. (4,236)

229. EMPLOYMENT APPLICATIONS, June 16, 1933 to date. Applications for employment with PWA. Filed alphabetically. (Weekly, official.) 9 x 12 folders, 1 ft., in drawer of metal filing case. R. 411. (3,212)

230. CONFIDENTIAL PERSONNEL RECORDS, June 16, 1933 to date. Records of past and present employees. Filed alphabetically. (Frequently, official.) 9 x 15 folders, 2 ft., in drawer of metal filing case. R. 415. (3,776)

231. OFFICE REPORTS, June 16, 1933 to date. Inter-office reports on progress of projects. Filed chronologically. (Weekly, official.) 9 x 12 folders, 6 in., in drawer of metal filing case. R. 411. (3,150)

232. RESCINDED DOCKETS, June 16, 1933 to date. Reports on offer and acceptance of ERA building construction; also correspondence. Filed numerically. (Daily, official.) 9 x 12 folders, 10 ft., in 5 drawers of metal filing cases. R. 411. (3,149)

233. WEEKLY PROGRESS REPORTS, June 23, 1933 - Dec. 31, 1935. Form 1-3, and revised Form 1-3, progress reports on active projects. Filed chronologically. (Never.) 9 x 15 folders, 8 ft., in 4 drawers of metal filing case. R. 411. (3,522)

234. TRAVEL EXPENSE VOUCHERS, July 26, 1933 - Dec. 12, 1935. PWA Form 187-A, vouchers for reimbursements of travel expenses of personnel; also, relative correspondence. Filed by subject. (Daily, official.) 9 x 12 folders, 1 ft., in drawer of metal filing case. R. 411. (3,681)

235. STATE ADVISORY BOARD, Aug. 7 - Oct. 23, 1933. Copies of reports and correspondence on applications for loans and grants. Arranged chronologically. (Monthly, official.) $9\frac{1}{2}$ x $11\frac{1}{2}$ loose-leaf books, 2 in., in drawer of metal filing case. R. 411. (3,638)

236. COPIES OF MINUTES, Aug. 7, 1933 - Jan. 30, 1934. Reports of meetings of State Advisory Board concerning decisions on grants and loans sought by towns. Filed chronologically. (Monthly, official.) $10\frac{1}{2}$ x 12 loose-leaf books and 9 x 12 envelopes, 2 ft. 2 in., in drawer of metal filing case. R. 411. (3,917)

237. MISCELLANEOUS LEDGER, Aug. 28, 1933 to date. Record of expenditures for travel, bills of lading, miscellaneous expenses. Arranged by subject. (Daily, official.) 10 x 12½ loose-leaf books, 1 in., in drawer of metal filing case. R. 411. (3,784)

238. DIRECT CHARGES, Aug. 30, 1933 to date. Purchase orders for supplies originating in Washington headquarters; also correspondence. Filed by subject. (Daily, official.) 9 x 12 folders, 3 in., in drawer of metal filing case. R. 411. (3,810)

239. PAY ROLLS, Aug. 31, 1933 to date. Pay rolls of Engineering Department of Works Progress Program. Filed by subject. (Daily, official.) 9 x 12 folders, 6 in., in drawer of metal filing case. R. 411. (3,931)

240. PUBLIC VOUCHERS, Sept. 10, 1933 to date. Correspondence authorizing expenditures mostly for repair to equipment, travel expenses, and telegrams. Filed by subject. (Daily, official.) 9 x 12 folders, 8 in., in drawer of metal filing case. R. 411. (4,110)

241. ADVISORY BOARD, Sept. 14, 1933 - Feb. 21, 1934. Minutes of weekly meetings of Advisory Board; decisions on construction costs. Filed chronologically. (Monthly, official.) 9 x 12 folders, 4 in., in drawer of metal filing case. R. 411. (3,813)

242. TRAVEL ORDERS AND REPORTS, Sept. 15 - Dec. 8, 1933. Instructions to inspectors; reports of inspectors with record of expenses. Filed by subject. (Yearly, official.) 9 x 12 folders, 1 in., in drawer of metal filing case. R. 411. (3,925)

243. OFFICE EQUIPMENT, Sept. 20, 1933 - Sept. 1, 1934. Record of rented office equipment; also of sealed bids concerning rentals. Filed by subject. (Yearly, official.) 9 x 12 folders, 1 in., in drawer of metal filing case. R. 411. (3,807)

244. TELEPHONE SERVICE STATEMENT, Sept. 26, 1933 to date. Correspondence pertaining to local telephone service. Filed by subject. (Daily, official.) 9 x 12 folders, 2 in., in drawer of metal filing case. R. 411. (3,809)

245. ADMINISTRATION EXPENSE ALLOTMENT, Sept. 30, 1933 - July 31, 1935. Letters on allotments for salaries and travel. Filed by subject. (Daily, official.) 9 x 12 folders, 1 in., in drawer of metal filing case. R. 411. (3,261)

246. COMPLETED DOCKETS, Oct. 2, 1933 to date. Engineers' reports on building construction under NIRA. Filed numerically. (Daily, official.) 9 x 12 folders, 24 ft., in 12 drawers of metal filing cases. R. 411. (3,654)

247. PURCHASE ORDERS, Oct. 2, 1933 to date. Purchase orders for repair of office equipment and for new parts. Filed by subject. (Daily, official.) 9 x 12 folders, 1 in., in drawer of metal filing case. R. 411. (3,772)

248. SCHEDULE OF DISBURSEMENTS, Oct. 3, 1933 - June 30, 1934. Expenditures for salaries of Engineering Division. Filed alphabetically. (Yearly, official.) 9 x 12 folders, 2 in., in drawer of metal filing case. R. 411. (3,808)

249. MISCELLANEOUS CORRESPONDENCE, Oct. 6, 1933 - May 3, 1935. Letters and telegrams pertaining to requisitions for purchase of bonds, applications for grants, and requests for field instructions. Filed chronologically. (Daily, official.) 9 x 12 folders, 10 in., in drawer of metal filing case. R. 411. (3,766)

250. INSTRUCTIONS TO RESIDENT INSPECTORS, Oct. 16 - Nov. 23, 1933. Letters from State accountant to resident engineer-inspectors concerning progress of construction. Filed by subject. (Yearly, official.) 9 x 12 folders, 1 in., in drawer of metal filing case. R. 411. (3,831)

251. SUPPLIES AND MATERIALS, Oct. 22, 1933 - May 25, 1935. PWCA Form 54-A, record of purchases of office supplies; also express receipts for same. Filed by subject. (Monthly, official.) 9 x 12 folders, 4 in., in drawer of metal filing case. R. 411. (3,812)

252. PAY ROLL, REGIONAL ADVISOR, Oct. 26 - Nov. 15, 1933. Correspondence and reports on field personnel. Filed by subject. (Yearly, official.) 9 x 12 folders, 1 in., in drawer of metal filing case. R. 411. (3,820)

253. PAY ROLL ADVICES, Dec. 1, 1933 to date. Radiograms and memoranda pertaining to pay roll changes. Filed by subject. (Daily, official.) 9 x 12 folders, 3 in., in drawer of metal filing case. R. 411. (3,775)

254. STATEMENT OF DIFFERENCES, Jan. 2, 1934 to date. Copies of letters from chief accountant, Washington, D.C., to Western Union, Boston, stating differences and requesting adjustment of accounts. Filed by subject. (Daily, official.) 9 x 12 folders, 2 in., in drawer of metal filing case. R. 411. (3,806)

255. CONTRACTS, Jan. 4, 1934 to date. Correspondence confirming contracts for office equipment. Filed by subject. (Daily, official.) 9 x 12 folders, 10 in., in drawer of metal filing case. R. 411. (3,297)

256. PURCHASE ORDER INSPECTION, Jan. 15, 1934 - Jan. 7, 1935. Reports on charges for transportation of office equipment. Filed by subject. (Daily, official.) 9 x 12 folders, 1 in., in drawer of metal filing case. R. 411. (3,641)

257. DISBURSEMENTS OF INSPECTION FORCE, Jan. 16 - June 30, 1934. Approvals by State engineer of bills submitted by construction supply companies. Filed by subject. (Daily, official.) 9 x 12 folders, 1 in., in drawer of metal filing case. R. 411. (3,683)

258. EMERGENCY RELIEF, Feb. 13 - Aug. 17, 1934. Correspondence on campaign for local relief; list of contributions. Filed by subject. (Yearly, official.) 9 x 12 folders, 1 in., in drawer of metal filing case. R. 411. (3,631)

259. TELEPHONE SERVICE STATEMENT, Feb. 15, 1934 to date. PWA Form 1090, vouchers for transfers and adjustments of telephones; also correspondence pertaining thereto. Filed by subject. (Daily, official.) 9 x 12 folders, 2 in., in drawer of metal filing case. R. 411. (3,467)

260. EQUIPMENT, Feb. 27 - Mar. 20, 1934. Correspondence and bids on office equipment. Filed by subject. (Yearly, official.) 9 x 12 folders, 1 in., in drawer of metal filing case. R. 411. (3,837)

261. RECEIPTS, Apr. 6, 1934 to date. Statements of office equipment firms acknowledging return of typewriters and rubber stamps. Filed by subject. (Monthly, official.) 9 x 12 folders, 1 in., in drawer of metal filing case. R. 411. (3,819)

262. TRAVEL EXPENSE OF STATE ENGINEER, May 31, 1934 - Jan. 10, 1936. Record of travel expenses of State engineer. Filed by subject. (Daily, official.) 9 x 12 folders, 2 in., in drawer of metal filing case. R. 411. (3,757)

263. DELIVERY TICKETS, Sept. 5, 1934 to date. Bills of lading from trucking firms; correspondence thereon. Filed by subject. (Daily, official.) 9 x 12 folders, 4 in., in drawer of metal filing case. R. 411. (3,285)

264. FINAL REQUISITIONS, Oct. 5, 1934 - Jan. 4, 1935. Bank statements on payments of grants. Filed geographically. (Monthly, official.) 10½ x 15 envelopes, 1 in., in drawer of metal filing case. R. 411. (3,805)

265. INVOICES, Oct. 31, 1934 - Aug. 31, 1935; Jan. 3, 1936 to date. PWCA Form 54B, vouchers for goods received by freight and express. Filed by subject. (Daily, official.) 9 x 12 folders, 2½ in., in 2 drawers of metal filing case. R. 411. (3,811; 3,684)

266. SCHEDULES OF PAID ADJUSTMENTS, Nov. 19, 1934 to date. Form 1081, paid adjustments on operating supplies for public buildings. Filed by subject. (Daily, official.) 9 x 12 folders, ½ in., in drawer of metal filing case. R. 411. (3,771)

267. ADMINISTRATIVE EXPENSES, Feb. 28 - Sept. 30, 1935. Detailed summary of expenditures of engineers for personal services, supplies, and materials. Arranged by subject. (Monthly, official.) $11\frac{1}{2}$ x $17\frac{1}{2}$ loose-leaf books, 1 in., in drawer of metal filing case. R. 411. (3,922)

268. INVITATION FOR BIDS, Sept. 9, 1935 to date. Invitations for bids on contracts: articles or services wanted, quantity, date, whether accepted or rejected. Filed by subject. (Daily, official.) 9 x 12 folders, 3 in., in drawer of metal filing case. R. 411. (3,967)

269. MACHINERY PRIMARY CONSTRUCTION CONTRACTS, Oct. 3, 1935 to date. PW Form 125, data on machinery primary construction contracts. Filed by subject. (Daily, official.) 9 x 12 folders, 2 in., in drawer of metal filing case. R. 411. (3,818)

270. LONG DISTANCE TELEPHONE CALL REPORTS, Oct. 23, 1935 to date. Copies of reports on long distance calls: date, purpose of call, names of parties. Filed by subject. (Daily, official.) 9 x 12 folders, 1 ft., in drawer of metal filing case. R. 411. (3,542)

271. WESTERN UNION AND POSTAL TELEGRAMS, Nov. 2, 1935 to date. Copies of telegrams sent to Washington headquarters concerning approved contracts for construction work and office equipment. Filed by subject. (Daily, official.) 9 x 12 folders, 3 in., in drawer of metal filing case. R. 411. (3,927)

272. ATTENDANCE REPORTS, Nov. 13, 1935 to date. Time sheets; correspondence pertaining thereto. Filed by subject. (Daily, official.) 9 x 12 folders, 1 ft., in drawer of metal filing case. R. 411. (3,288)

273. PWA PROJECT PHOTOGRAPHS, See addenda for list of various titles. Photographic negatives, acetate (35), photographic prints (662), in albums and in envelopes. Some brittle, broken. R. 411. (P-11,760)

DIVISION OF INVESTIGATION
SPECIAL AGENT IN CHARGE
Atlantic National Bank Bldg.
10 Post Office Sq.

This Division is charged with the investigation of irregularities, frauds, and violations of laws and regulations connected with PWA projects.

Records are in excellent condition and stored in modern containers in Room 652 of the Atlantic National Bank Building. Reports are submitted periodically to headquarters, Washington, D.C.

274. ADMINISTRATION, June 16, 1933 to date. Letters concerning orders, location of personnel, administration data, and office activities. Filed numerically. (Daily, official.) $9\frac{1}{2}$ x $11\frac{1}{2}$ folders, 13 ft. 3 in., in 9 drawers of metal filing cases. R. 652. (4,007)

275. ACCOUNTING, June 16, 1933 to date. Records of all operating expenses. Filed numerically. (Daily, official.) 9 x 12 folders, 5 ft. 2 in., in 4 drawers of metal filing case. R. 652. (4,008)

276. LIST OF FIELD WORKERS, June 16, 1933 to date. Records of engineers and architects working in field: name and address of employee, name of project. Filed alphabetically. (Weekly, official.) 3 x 5 cards, 10 in., in drawer of metal card cabinet. R. 652. (3,995)

277. CONTRACTORS, June 16, 1933 to date. Names and ratings of contractors in New England. Filed alphabetically. (Daily, official.) 3 x 5 cards, 4 ft., in 3 drawers of metal card cabinet. R. 652. (4,005)

278. NAMES OF CONTRACTORS, June 16, 1933 to date. Lists of contractors having business with this office. Filed alphabetically. (Daily, official.) 9½ x 12 folders, 3 ft. 5 in., in 3 drawers of metal filing case. R. 652. (3,717)

279. INVESTIGATION OF CONTRACTORS, June 16, 1933 to date. Ready reference record of contractors' work on projects. Filed geographically. (Daily, official.) 5 x 8 cards, 1 ft., in 12 metal card trays. R. 652. (3,335)

280. LIST OF APPROVED PROJECTS, June 16, 1933 to date. Data on projects approved under the provisions of Emergency Relief Acts of 1933 and 1935; cost of project, bids from contractors, allocation of funds, names of personnel, location of project. Filed numerically. 3 x 5 card index, 3 ft. 8 in. (Daily, official.) 9½ x 13½ folders, 32 ft., in 18 drawers of metal filing cases. R. 652. (3,978)

281. REPORTS IN GENERAL, June 16, 1933 to date. General information on projects. Filed numerically. (Weekly, official.) 9½ x 12 folders, 1 ft., in drawer of metal filing case. R. 652. (3,652)

282. WEEKLY PROGRESS REPORTS, June 16, 1933 to date. Field reports on progress of projects in New England, used in compiling investigation reports. Filed numerically. (Daily, official.) 9 x 15 folders, 23 ft. 3 in., in 14 drawers of metal filing cases. R. 652. (3,979)

283. INVESTIGATION CASES, June 16, 1933 to date. Reports on investigations mostly of materials, pay rolls, and personnel of projects. Filed geographically and numerically. 3 x 5 and 5 x 8 card index, 3 ft. 4 in. (Daily, official.) 9½ x 12 folders, 20 ft. 5 in., in 15 drawers of metal filing cases. R. 652. (3,716)

284. REPORTS OF CONSTRUCTION WORK, June 16, 1933 to date. Reports on standards, specifications of design and material, material inspection reports, cost data of all construction work. Filed numerically. (Daily, official.) 9 x 11½ envelopes and 9 x 12 folders, 1 ft. 4 in., in drawer of metal filing case. R. 652. (3,602)

285. COMPLETED AND RESCINDED PROJECTS, June 16, 1933 to date. Record of all projects completed or rescinded in New England. Filed geographically. (Monthly, official.) 3 x 5 cards, 10 in., in drawer of metal card cabinet. R. 652. (4,006)

INSPECTION DIVISION
STATE ENGINEER-INSPECTOR
U.S. Post Office and Court House Bldg.

The State engineer-inspector aids the State director in determining the engineering soundness of projects presented to him for approval. He is also charged with the duty of inspecting work and material at the site of every project. The public may register complaints with this office as well as with the State director against the manner in which projects are conducted.

The records are well cared for in modern containers and are kept in five rooms in the U.S. Post Office and Court House Building. Periodical reports are sent to headquarters in Washington. Upon completion of projects, all reports and records of resident engineer-inspectors are sent to this office.

286. APPLICATIONS FOR POSITIONS, June 1, 1933 to date. Applications for positions with PWA. Filed alphabetically. (Monthly, official.) 9 x 12 folders, 2 ft., in drawer of metal filing case. R. 416. (3,640)

287. LIVE DOCKETS, June 16, 1933 to date. Specifications and construction plans of active projects. Filed numerically. (Daily, official.) 9 x 15 folders, 75 ft., in 24 drawers of metal filing cases and in 15 drawers of wooden filing cases. R. 437. (3,777)

288. COMPLETED PROJECTS, June 16, 1933 - Dec. 31, 1934. Specifications and plans of completed projects. Filed alphabetically. (Never.) 10 x 15 bundles, 105 ft., in canvas trucks. Storage Room, SE. corner of basement. (3,923)

289. REVISION OF PLANS, June 16, 1933 to date. Changes in construction plans for projects now in operation. Filed numerically. (Daily, official.) 9 x 15 folders, 8 ft., in 4 drawers of metal filing case. R. 447. (3,513)

290. CONTRACTS AND AWARDS, Jan. 1, 1934 to date. Contracts for construction to be completed with PWA funds; also specifications and awards. Filed numerically. (Daily, official.) 9 x 15 folders, 17 ft. 3 in., in 12 drawers of metal filing cases. R. 414. (3,225)

291. DAILY AND WEEKLY PROGRESS OF DOCKETS OF NATIONAL INDUSTRIAL RECOVERY ACT, Jan. 1, 1934 - Dec. 1, 1935. Form I-3, reports on projects begun under authorization of Title II of NIRA. Filed numerically. (Daily, official.) 9 x 15 folders, 8 ft. 6 in., in 3 drawers of metal filing case. R. 414. (3,331)

292. WEEKLY REPORTS ON NATIONAL INDUSTRIAL RECOVERY ACT PROJECTS, Jan. 1, 1934 to date. Form 181, reports on progress of projects; also pay rolls of contractors. Filed alphabetically. (Daily, official.) 9 x 15 folders, 5 ft. 6 in., in 3 drawers of metal filing case. R. 414. (3,284)

293. GENERAL CORRESPONDENCE AND WAGE SCALE, Jan. 1, 1934 to date. Correspondence concerning various projects under supervision of this agency; also statements of wage scales. Filed numerically. (Daily, official.) 9 x 12 folders, 24 ft., in 6 drawers of metal filing cases and in 8 drawers of wooden filing cases. R. 414. (3,222)

294. NATIONAL INDUSTRIAL RECOVERY ACT CORRESPONDENCE AND WAGE SCALES, Jan. 1, 1934 to date. Letters on progress and conditions of labor disputes, also scales of wages set for projects. Filed numerically. (Daily, official.) 9 x 12 folders, 25 ft. 8 in., in 6 drawers of metal filing cases and in 8 wooden boxes. R. 414. (3,838)

295. DETAILED REPORT ON CONSTRUCTION, Jan. 1, 1934 to date. Form 184, change order, auditor's summary, PWA regulation audit of contract payments and grant requisitions. Filed numerically. (Daily, official.) 9 x 15 folders, 6 ft. 9 in., in 4 drawers of metal filing case. R. 414. (3,688)

296. LIST OF PERSONNEL OF EMERGENCY RELIEF APPROPRIATION ACT, Jan. 1, 1934 to date. Names and addresses of field workers. Filed alphabetically. (Daily, official.) 3 x 5 and 5 x 8 cards, 10 in., in drawer of metal filing case and in pasteboard card case. R. 416. (3,577; 3,460)

297. PERSONNEL FILE, Jan. 1934 to date. Records of past and present personnel: name, address, classification, assignment of employee; also expense vouchers of field workers. Filed alphabetically. (Daily, official.) 9 x 12 folders, 7 ft. 4 in., in 4 drawers of metal filing case. R. 416. (3,218)

298. DETAILED CLASSIFICATION OF LABOR AND MATERIAL, June 1, 1934 to date. Form I-23, reports of partial payments to contractors; Form I-92, monthly progress of engineering work. Filed alphabetically. (Daily, official.) 9 x 15 folders, 4 ft. 6 in., in 3 drawers of metal filing case. R. 414. (3,255)

299. COMPLETED DOCKETS OF NATIONAL INDUSTRIAL RECOVERY ACT PROJECTS, Jan. 1, 1935 to date. Records of completed projects awaiting acceptance. Filed numerically. (Monthly, official.) 9 x 15 and 8 x 11 folders, 37 ft. 11 in., in 22 drawers of metal filing cases. R. 414. (3,913)

300. MISCELLANEOUS FILE, Jan. 1, 1935 to date. Correspondence and reports on office activities. Filed alphabetically. (Daily, official.) 9 x 12 folders, 5 ft. 2 in., in 3 drawers of metal filing case. R. 416. (3,603)

301. PLANS OF PROJECTS, Jan. 1, 1935 to date. Blueprints of construction on projects under ERA and NIRA. Filed numerically. (Daily, official.) 36 x 48 sheets, 20 ft., on metal pipe racks. R. 437. (3,778)

302. GENERAL SUBJECT FILE OF EMERGENCY RELIEF APPROPRIATION ACT DOCKET ON CONSTRUCTION, Sept. 10, 1935 to date. Project records including contracts, specifications; grant agreements, contractors' pay rolls, weekly reports. Filed numerically. (Daily, official.) 9 x 15 folders, 40 ft. 4 in., in 22 drawers of metal filing cases. R. 414. (3,914)

303. DETAILED REPORTS ON EMERGENCY RELIEF APPROPRIATION ACT PROJECTS, Sept. 10, 1935 to date. Records on operation of projects: specifications, contracts, grant agreements, weekly reports, and contractors' pay rolls. Filed numerically. (Daily, official.) 9 x 15 folders, 43 ft., in 22 drawers of metal filing cases. R. 414. (3,586)

304. LIST OF DOCKETS OF EMERGENCY RELIEF APPROPRIATION ACT BY CITIES AND TOWNS, Oct. 1, 1935 to date. List of projects begun under Emergency Relief Appropriation Act: name, location of project. Filed geographically and numerically. (Daily, official.) 5 x 8 cards, 6 in., in 2 pasteboard card cases. R. 416. (3,607; 3,576)

Senior Engineer-Examiner

305. LOANS AND GRANTS, June 16, 1933 to date. Engineering data compiled to aid in valuating construction for which funds have been requested; also pictures, blueprints, drawings, reports, and pertinent correspondence. Filed numerically. (Daily, official.) 9 x 15 folders, 24 ft., in 12 drawers of metal filing cases. R. 401. (3,514)

306. INSURANCE POLICIES, June 16, 1933 to date. Insurance policies, approved by State director, on construction financed by PWA. Filed numerically. (Daily, official.) 9 x 15 folders, 6 ft., in 3 drawers of metal filing case. R. 401. (3,878)

307. OFFICE INSTRUCTIONS, June 16, 1933 to date. Mimeographed office administrative orders. Arranged chronologically. (Daily, official.) 8 x 11 loose-leaf books, 3 in., on top of desk. R. 401. (3,324)

HOUSING DIVISION, DISTRICT OFFICE
OLD HARBOR VILLAGE HOUSING PROJECT
355 Old Colony Ave., So. Boston

The Old Harbor Village Project at 355 Old Colony Ave., South Boston, was started about January 1936 by the Housing Division of the Federal Emergency Administration of Public Works. Prior to June 22, 1936, this office was located at 49 Federal Street. It also supervised work on the Cambridge housing project.

Records were in good condition. Periodic reports were sent to the Director of Housing, Washington, D. C. Upon the completion of the project all records were sent to Washington.

308. CONSTRUCTION ENGINEERS' BLUEPRINTS AND CHARTS, May 1935 to date. Blueprints and plans pertaining to construction of Housing Project H-3302, with specifications of material and equipment to be used. Filed numerically. (Daily, official.) 30 x 43 loose-leaf binders, 12 ft., hanging from wooden shelves. Blueprint Room. (9,006)

309. GENERAL PURPOSE FILE, Jan. 27, 1936 to date. Progress charts, reports, summaries, relating to project activities (copies); originals sent to Washington headquarters periodically; also correspondence with Director of Housing at Washington, and state and municipal officials regarding activities and the securing of permits required by law. Filed numerically. (Daily, official.) 9 x 15 folders, 6 ft., in 3 drawers of metal filing case. Office of Project Manager. (9,005)

310. ACCOUNTANT'S GENERAL FILE, Jan. 27, 1936 to date. Periodic reports to Inspection Division, Washington; also contract documents, pay rolls, and accounting records. Filed numerically. (Weekly, official.) 9 x 15 folders, 4 ft. 6 in., in 3 drawers of metal filing case. Office of Project Accountant. (9,002)

311. PROJECT MANAGER'S MISCELLANEOUS FILE, Jan. 27, 1936 to date. Forms 1061, 1053, 1012, 1034, 1035, 1036, PWC 151, PWHC-15, PW 1-325, PW 83, PW 107, PW 111, PW 46, PWH-A3, and 6, records of project procedure, advertising orders, public voucher for purchases and services other than personal, certificates in lieu of last bill of lading, statements of travel by motor vehicles, public vouchers for reimbursements of travel and other expenses, shop drawing records, and reports on general property improvements. (Daily, official.) 8½ x 11 folders, 2 ft. 4 in., in metal desk drawer. Office of Project Manager. (9,003)

312. ENGINEER'S FILES, Jan. 27, 1936 to date. Activities of project engineers' staff in connection with inspection and control of engineering and construction work. Filed numerically. (Daily, official.) 9 x 15 folders, 4 ft., in 2 drawers of metal filing case. Office of Project Engineer. (9,004)

CAMBRIDGE

HOUSING DIVISION, BOSTON DISTRICT
CAMBRIDGE HOUSING PROJECT
Windsor and School Sts.

The Cambridge Housing Project at Windsor and School Streets, was established June 22, 1936, as part of the slum clearance and rehousing program. This project is under the supervision of the Boston district, with headquarters at 49 Federal St., Boston, until June 22, 1936, when the office moved to Old Harbor Village, South Boston.

Records are in very good condition and are safely protected in metal containers. Periodic reports on progress were sent to the Director of Housing, Washington, D.C., and upon completion of the project all records were sent there.

313. ACCOUNTANT'S GENERAL FILE, June 22, 1936 to date. Contracts, accounting records, and related correspondence. Filed numerically. (Frequently, official.) 9 x 15 folders, 2 ft., in 2 drawers of metal filing case. Office of Accountant. (268)

314. MANAGER'S GENERAL FILE, June 22, 1936 to date. Reports on activities; correspondence with Washington headquarters. Filed alphabetically. (Frequently, official.) 9 x 15 folders, 4 ft., in 3 drawers of metal filing case. Office of Manager. (267)

315. ENGINEER'S GENERAL FILE, June 22, 1936 to date. Forms I-100-H and I-121-H, copies of periodic reports of engineering progress submitted to Washington headquarters. Filed alphabetically. (Frequently, official.) 9 x 15 folders, 1 ft. 9 in., in 3 drawers of metal filing case. Office of Engineer. (269)

WORCESTER

RESIDENT ENGINEER-INSPECTORS

(A) Worcester State Hospital, 305 Belmont St.
(B) Worcester City Hospital, Queen St.
(C) Worcester Sewer Dept., 20 E. Worcester St.

Resident engineer-inspectors were appointed in 1934 to supervise construction on PWA projects at each of the foregoing addresses. Most of the records found at these three locations are in good condition. Upon completion of each project, its records will be forwarded to Boston headquarters, and thence to Washington, D.C.

316. BULLETINS, Jan. 1933 to date. Instructions and reports from Boston office, and Washington, D.C., relative to construction work. Arranged chronologically. (Daily, official.) 11½ x 11½ loose-leaf books, 2 in., on wooden desk top. S. section, 4th floor (Bldg. C). (337)

317. BULLETINS, Apr. 1934 to date. Mimeographed bulletins from Boston and Washington, D.C., containing instructions, reports, and information relative to construction projects. Arranged chronologically. (Daily, official.) 9 x 10 loose-leaf books (8), 1 ft. 5 in., on wooden desk top. Basement, Ward K (Bldg. B). (368)

318. GENERAL FILE, Aug. 1934 - Feb. 1936. Pertaining to construction of fireproof balconies, rewiring, and sprinklers; includes daily reports and pay roll sheets. Filed by subject. (Never.) 9 x 12 folders, 1 ft. 4 in., in pasteboard box. SW. section, 1st floor (Bldg. A). (379)

319. MISCELLANEOUS FILE, Sept. 14, 1934 to date. Pay rolls, loan and grant agreements, weekly progress reports, etc., relative to construction of hydrotherapy building. Filed chronologically. (Daily, official.) 9 x 12 folders, 1 ft. 4 in., in open pasteboard box. Papers dirty. SW. section, 1st floor (Bldg. A). (381)

320. GENERAL FILE RELATING TO PWA PROJECT 4855, Apr. 1935 to date. General correspondence, pay roll PW 1-82, monthly requisitions, weekly reports pertaining to monthly requisitions, and weekly reports on construction work. Filed by subject. (Daily, official.) 9 x 15 folders, 2 ft. 8 in., in 2 drawers of wooden filing case. Basement, Ward K (Bldg. B). (367)

321. GENERAL FILE FOR PWA JOBS 1190R and 1197R, Jan. 7, 1936 to date. Form PW 1-82, pay rolls; contract documents; Form PW 1-92, monthly summary sheets; Form PW 1-3, descriptive report of work done on project; also correspondence with Boston office. Filed by subject. (Daily, official.) 9 x 15 folders, 10 in., in drawer of wooden desk. S. section, 4th floor (Bldg. C). (336)

322. MISCELLANEOUS FILE ON PWA PROJECT 1272-R, Feb. 1936 to date. Daily reports, insurance certificates, contract documents, specifications, correspondence, etc., relative to construction of addition to boiler room. Filed by subject. (Daily, official.) 9 x 15 folders, 1 ft. 3 in., in drawer of wooden filing case. Basement, Ward K (Bldg. B). (366)

PART 5. THE FEDERAL HOUSING ADMINISTRATION

THE FEDERAL HOUSING ADMINISTRATION

BOSTON

OFFICE OF THE STATE DIRECTOR
Park Square Bldg., 31 St. James Ave.

State and Regional offices of the Federal Housing Administration were established in the U.S. Post Office and Court House Building in Boston in June 1934. The Regional office was abolished in February 1937, and its staff merged with the State office which had moved a few months previously (December 1936) to its present location in the Park Square Building.

A State director and a large staff in Boston supervise the activities of the FHA in Massachusetts. During a campaign conducted to acquaint home owners throughout the state with the program of the agency, several temporary field offices, under the jurisdiction of the Boston office, were set up in the larger cities. Most of these are now closed, and their records have been sent to headquarters in Boston.

At the present time, the office is located in Room 1035 in the Park Square Building. It is in charge of a State director, executive assistant, chief underwriter, and a principal contact representative. There is a Deputy Administrator for Zone No. 1, which includes this State office. The office of State director has jurisdiction over Massachusetts, but there are no field offices as there were formerly. An act of Congress extended the existence of the agency which is now self-supporting. Records are kept in Boston, but those concerning Title No. 1 are sent to Washington where all records will eventually go.

323. CORRESPONDENCE, BETTER HOUSING ACT, Aug. 1, 1934 to date. Correspondence with individuals concerning insurance of mortgage loans under BHA. Filed alphabetically. (Daily, official.) 9 x 12 folders, 3 ft. 5 in., in 3 drawers of metal filing case. R. K. (9,466)

324. CORRESPONDENCE, FEDERAL HOUSING ACT, Aug. 1, 1934 to date. Correspondence with individuals and banks concerning insurance of mortgage loans under FHA. Filed alphabetically. (Daily, official.) 9 x 12 folders, 12 ft. 6 in., in 10 drawers of metal filing case. R. K. (9,467)

325. WASHINGTON CORRESPONDENCE, Aug. 1, 1934 to date. Correspondence from FHA in Washington, D.C., concerning administration of its program in Massachusetts. Filed alphabetically. (Daily, official.) 9 x 12 folders, 3 ft., in 2 drawers of metal filing case. R. K. (9,434)

326. FORM LETTERS RECEIVED FROM WASHINGTON, D.C., Aug. 1, 1934 to date. Information and instructions on FHA work and procedure. Filed chronologically. (Occasionally, official.) 9 x 12 folders, 1 ft. 6 in., in drawer of metal filing case. R. K. (9,437)

327. MORTGAGORS FILE, Aug. 1934 to date. Form 2006, official receipt of FHA acknowledging payment of examination fees by applicant: name, address, age of mortgagor; name and address of employer, date, and amount of remittance. Filed alphabetically. (Daily, official.) $3\frac{1}{2}$ x $8\frac{1}{2}$ loose papers, 2 ft. 4 in., in 2 drawers of metal card cabinet. R. K. (9,435)

328. MORTGAGE RECORD FILE, CLOSED, Aug. 1934 to date. Complete papers on cases in which FHA in Massachusetts has insured a loan. Filed numerically. Indexed. (Frequently, official.) 10 x 15 folders, 67 ft. 1 in., in 35 drawers of metal filing cases. R. K. (9,504)

329. READY REFERENCE CARD RECORD, Aug. 1934 to date. Form 2086, progress record of each case: names of mortgagor and mortgagee, address, valuation of property; amount of mortgage, and dates of action. Filed numerically. (Daily, official.) 4 x 6 loose cards, 5 ft. 8 in., in 4 drawers of metal filing case. R. K. (9,472)

330. PROSPECTIVE APPLICANTS FOR LOANS, Aug. 1934 to date. Name, address, remarks concerning prospect for FHA services obtained at Insured Mortgage Clinic interviews. Filed alphabetically. (Occasionally, official.) 10 x 15 folders, 6 in., in drawer of metal filing case. R. K. (9,477)

331. ESTABLISHED RATINGS OF LOCATION, AND STATISTICAL DATA, Aug. 1934 to date. Data on towns in Massachusetts assembled to aid in determining town ratings: by-laws, zoning laws, board of health regulations. Filed alphabetically. (Frequently, official.) 10 x 15 folders, 3 ft. 10 in., in 2 drawers of metal filing case. Rs. C, D. (9,505)

332. SUBDIVISION FILE, Aug. 1934 to date. Forms 2084, 2084a, Chief underwriter's report and ruling on subdivisions: name, location, description of subdivision, conditions affecting value, name and address of owner, signature of underwriter. Filed alphabetically. (Frequently, official.) 10 x 15 folders, 4 ft., in 2 drawers of metal filing case. Rs. C, D. (9,419)

333. CORRESPONDENCE WITH DEPUTY ADMINISTRATOR IN WASHINGTON, D.C., Aug. 1934 - Sept. 1, 1935. Correspondence received from Deputy Administrator of FHA. Filed chronologically. (Rarely, official.) 9 x 12 folders, 6 in., in drawer of metal filing case. R. K. (9,436)

334. BULLETINS, Aug. 8, 1934 to date. Miscellaneous bulletins from Washington, D.C., on phases of FHA work; also inter-office bulletins. Filed by subject. (Daily, official.) 10 x 15 folders, 2 ft. 1 in., in 2 drawers of metal filing case. R. K. (9,475)

335. PERSONNEL RECORD, Aug. 8, 1934 to date. Applications and appointments of persons now or formerly in employ of FHA: name, address of employee; dates of commencement and termination of employment. Filed alphabetically. (Occasionally, official.) 10 x 15 folders, 11 in., in drawer of metal filing case. R. G. (9,429)

336. OCCUPATIONAL FILE, Oct. 1, 1934 to date. Applications for employment: name, address, education, experience, photograph of applicant; disposition of application. Indexed alphabetically, 3 x 5 cards, 2 ft. 4 in., in 2 drawers of metal card cabinet. (Daily, official.) 10 x 15 folders, 9 ft. 2 in., in 5 drawers of metal filing cases. R. K. (9,476)

337. MISCELLANEOUS VOUCHERS, Nov. 1, 1934 to date. Forms 1040a, and 1012a, vouchers for rent, light, telephone service, repairs, supplies, reimbursements for travel, per diem, and other expenses. Filed alphabetically. (Daily, official.) 9 x 12 folders, 1 ft. 11 in., in drawer of metal filing cabinet. R. K. (9,499)

338. CORRESPONDENCE, Nov. 2, 1934 to date. Chief underwriter's correspondence with Washington, D.C., and banks mostly pertaining to appraisals of property; also internal memoranda. Filed alphabetically. (Daily, official.) 10 x 15 folders, 3 ft. 2 in., in 2 drawers of metal filing case. R. E. (9,423)

339. RULINGS AND INSTRUCTIONS, Nov. 25, 1934 to date. Changes in procedure emanating from technical department, Washington, D.C. Arranged chronologically. (Daily, official.) 10 x 11½ loose-leaf books, 8 in., in drawer of desk. R. E. (9,422)

340. CORRESPONDENCE, FIELD REPRESENTATIVES, Jan. 1, 1935 to date. Correspondence from field representatives, no longer employed, concerning credit investigations and appraisals of property. Filed alphabetically. (Seldom, official.) 9 x 12 folders, 10 in., in drawer of metal filing case. R. K. (9,469)

341. INTER-OFFICE MEMORANDA, Jan. 1, 1935 to date. Memoranda on policy and procedure exchanged by State director and personnel in office and field. Filed alphabetically. (Daily, official.) 9 x 12 folders, 1 ft. 3 in., in drawer of metal filing case. R. K. (9,468)

342. CORRESPONDENCE, Jan. 1, 1935 to date. Correspondence of chief valuator with Washington, D.C.; also, inter-office memoranda and correspondence with field valuators. Filed alphabetically. (Daily, official.) 10 x 15 folders, 1 ft. 9 in., in drawer of metal filing case. Rs. C, D. (9,414)

343. PROPERTY LOCATION FILE, Jan. 1, 1935 to date. Form 2073, valuation and location record: type, estimated physical and economic life of building; rating of property, location, economic background; signature of valuator. Filed alphabetically. (Daily, official.) 4 x 6 loose cards, 7 ft., in 7 drawers of metal card cabinet. Rs. C, D. (9,418)

344. VALUATORS' REPORTS, Jan. 1, 1935 to date. Form 2015, valuators' inspections of property of applicants for loans: name of mortgagor; location, description, valuation, physical security rating of property; date of certification, signature of valuator. Filed alphabetically. (Daily, official.) 10 x 15 folders, 3 ft. 4 in., in 2 drawers of metal filing case. Rs. C, D. (4,913)

345. RULINGS ON TITLE NO. 1 LOANS, Jan. 1, 1935 to date. Condensed record of rulings covering loans made for repair and modernization of buildings. Filed alphabetically. (Occasionally, official.) 3 x 5 cards, 5 in., in pasteboard box. Rs. C, D. (9,432)

346. ARCHITECTURAL INSPECTION REPORTS, Jan. 22, 1935 to date. Form 2014, inspections made by Architectural Department: location, description, physical security rating of building on which loan is sought; name of mortgagor, signatures of inspector and chief supervisor. Filed numerically. Indexed alphabetically. (Daily, official.) 10 x 15 folders, 1 ft. 6 in., in drawer of metal filing case. R. K. (9,474)

347. SCHEDULES OF DISBURSEMENTS AND TRAVEL VOUCHERS, Feb. 1, 1935 - Nov. 30, 1936. Forms 1064, 1012, a,b,c,e, public vouchers for reimbursement for travel, per diem and other expenses incurred by field representatives. Index alphabetically, 11 x 15 loose-leaf book, ½ in. Filed numerically. (Occasionally, official.) 9 x 12 folders, 3 ft. 9 in., in 2 drawers of metal filing cabinet. R. K. (9,439)

348. BULLETINS, Feb. 5, 1935 - Aug. 22, 1936. Administrative and campaign bulletins from Washington, D.C. and regional office concerning procedure. Arranged chronologically. (Occasionally, official.) 10 x 11¼ bundles, 4 in., on table. R. F. (9,424)

349. PENDING FILE OF MORTGAGE RISK EXAMINER, Mar. 1, 1935 to date. Cases awaiting investigation by mortgage risk examiner, before commitments are issued. Filed numerically. Indexed alphabetically. (Daily, official.) 10 x 15 folders, 10 in., in drawer of metal filing case. R. I. (9,464)

350. REPORTS OF MORTGAGE RISK EXAMINERS, Mar. 1, 1935 to date. Form 2016, showing investigations of financial status of applicants for loans: name, age, credit rating of mortgagor, location, valuation of property, signatures of examiner and chief examiner. Filed numerically. Indexed alphabetically. (Daily, official.) 10 x 15 folders, 1 ft. 10 in., in drawer of metal filing case. R. I. (9,465)

351. DAILY REPORTS OF FIELD REPRESENTATIVES, Apr. 1, 1935 to date. Reports on activities of field representatives: name of employee, number of calls made, and date of report. Filed alphabetically. (Daily, official.) 9 x 12 folders, 1 ft. 6 in., in 2 drawers of metal filing case. R. K. (9,497)

352. WEEKLY REPORTS OF FIELD REPRESENTATIVES, Apr. 8, 1935 to date. Form 176, description of activities and work accomplished by traveling employees: name, signature, title, official station of traveler; name of town visited, summary of duties, and address of division head. Filed alphabetically. (Daily, official.) 9 x 12 folders, 1 ft. 8 in., in 2 drawers of metal filing case. R. K. (9,501)

353. CONDENSED ARCHITECTURAL RECORD FOR NEW CONSTRUCTION, July 1, 1935 to date. Summary of reports and inspections by Architectural Department of buildings under construction or contemplated. Filed alphabetically. (Daily, official.) 3 x 5 loose cards, 8 in., in drawer of metal card cabinet. R. A. (9,411)

354. CONDENSED ARCHITECTURAL RECORD FOR EXISTING CONSTRUCTION, July 1, 1935 to date. Summary of reports and inspections of existing construction by Architectural Department. Filed alphabetically. (Daily, official.) 3 x 5 loose cards, 1 ft. 10 in., in 2 drawers of metal card cabinet. R. A. (9,410)

355. MORTGAGE RECORD FILE, PENDING, July 5, 1935 to date. Complete papers on cases awaiting analysis and final disposition by FHA in Massachusetts. Filed numerically. Indexed alphabetically. (Daily, official.) 10 x 15 folders, 7 ft. 6 in., in 4 drawers of metal filing case. R. K. (9,503)

356. INACTIVE MORTGAGE APPLICATIONS, July 16, 1935 to date. Forms 2004, 2004A, mortgagee's application for insurance of mortgage loans: signature, address of mortgagee, description, location, valuation of property; statement of mortgagor, examiner's report, signatures of director, underwriter, and attesting officer. Filed alphabetically. (Daily, official.) 8 x 12 loose papers, 1 ft. 11 in., in drawer of metal filing case. R. K. (9,496)

357. DATA FOR ARCHITECTS, July 16, 1935 to date. Form 2051, inspection reports, specification records on new construction, compiled by Architectural Department; also, correspondence and inter-office memoranda. Filed numerically. (Daily, official.) 10 x 15 folders, 2 ft. 9 in., in 2 drawers of metal filing case. R. A. (9,408)

358. MISCELLANEOUS ARCHITECTURAL REPORTS AND CORRESPONDENCE, July 16, 1935 to date. Architectural inspections of new and existing construction; construction reports, field work sheets, pay vouchers, and data on low-priced houses. Filed by subject. (Daily, official.) 10 x 15 folders, 2 ft., in drawer of metal filing cabinet. R. A. (9,402)

359. RECORD OF DAILY INSPECTION, July 16, 1935 to date. Register of architectural reports submitted to supervisor of Architectural Department: kind, date of inspection; date of completion of report; also copies of weekly reports submitted to chief underwriter. Entered chronologically. (Daily, official.) 9 x 10 loose-leaf books (2), 2 in., on table. R. A. (9,403)

360. BLUEPRINTS OF NEW CONSTRUCTION, July 18, 1935 to date. Copies of blueprints of houses contemplated or already under construction on which FHA loans are sought. Arranged numerically. (Daily, official.) Variously sized loose sheets, 3 ft., in metal plan cabinet. R. A. (9,409)

361. LISTS OF FIELD REPRESENTATIVES, Aug. 1, 1935 to date. Names, addresses, and telephone numbers of field workers. Filed alphabetically. (Occasionally, official.) 3 x 5 loose cards, 1 in., on desk. R. H. (9,430)

362. CASES AWAITING COMMITMENTS, Aug. 16, 1935 to date. Cases awaiting fulfillment of conditions required of mortgagor before FHA issues commitments. Filed numerically. Indexed alphabetically. (Daily, official.) 10 x 15 folders, 1 ft. 3 in., in drawer of metal filing case. R. J. (9,495)

363. REPORTS OF TOLL CALLS, Sept. 1, 1935 to date. Form 582, long distance calls made by personnel: date, purpose, cost of call, names of parties. Filed chronologically. (Daily, official.) 9 x 12 folders, 1 ft. 4 in., in drawer of metal filing case. R. K. (9,500)

364. CORRESPONDENCE, FIELD REPRESENTATIVES, ACTIVE, Jan. 1, 1936 to date. Correspondence from field representatives, now employed, concerning credit investigations, and appraisals of property. Filed alphabetically. (Daily, official.) 9 x 12 folders, 1 ft. 2 in., in drawer of metal filing case. R. K. (9,473)

365. MORTGAGE INSURANCE ALLOTMENT RECORD, Jan. 1, 1936 to date. Form 2211, credit limits established for mortgagors who have obtained more than one loan through FHA. Filed alphabetically. (Daily, official.) 10 x 11½ loose-leaf book, 1 in., on top of filing case. R. I. (9,431)

366. INTER-OFFICE MEMORANDA, Feb. 15, 1936 to date. Carbon copies of memoranda on policy and procedure issued by State director to personnel in office and field. Filed alphabetically. (Daily, official.) 10 x 15 folders, 6 in., in drawer of metal filing case. R. G. (9,425)

367. TITLE NO. 2 DEFAULT CASES, Mar. 1, 1936 to date. Cases involving long term mortgages on which payments are in arrears; also correspondence and reports on defaults. Filed alphabetically. (Daily, official.) 9 x 12 folders, 10 in., in drawer of metal filing case. R. J. (9,433)

368. STAFF CONTROL SHEET, Mar. 2, 1936 to date. Forms 2089, 2089c, mortgage applications presented to chief underwriter for consideration: case number, date received, date of completion of report, remarks. Filed chronologically. (Records prior to Nov. 17, 1936 seldom used; current records, daily, official.) Variously sized folders and papers, 3 in., on desk and in drawer of metal filing case. R. E. (9,395; 9,396)

369. MAPS, Mar. 1936 to date. Land tenure and communications maps of towns, counties in Massachusetts showing residential, business, and industrial areas. Filed alphabetically. Indexed alphabetically, 8 x 12 loose-leaf book, $\frac{1}{4}$ in. (Frequently, official.) Variously sized loose maps, 2 ft. 11 in., in 10 drawers of wooden map cabinet. R. B. (9,479)

370. ECONOMIC BACKGROUND RATINGS, May 1, 1936 to date. Form 2096a, economic ratings of metropolitan areas in Massachusetts determined from employment surveys: name of principal city in area; date of rating, name of calculator. Entered alphabetically. (Daily, official.) $6\frac{1}{2}$ x 9 loose-leaf book, 1 in., in drawer of desk. Rs. C, D. (9,417)

371. ESTABLISHED RATING OF LOCATIONS, May 1, 1936 to date. Form 2082, showing valuator's ratings of locations in which FHA has property risks: location address, area, boundaries, description of neighborhood, favorable and unfavorable factors affecting value of property, and signature of valuator. Arranged alphabetically. (Daily, official.) 10 x $11\frac{1}{2}$ loose-leaf books (9), 9 in., on table. Rs. C, D. (9,416)

372. OUTGOING CORRESPONDENCE, May 16, 1936 to date. Carbon copies of all outgoing correspondence. Filed chronologically. (Daily, official.) 9 x 12 folders, 3 ft. 3 in., in 2 drawers of metal filing case. R. K. (9,438)

373. MASTER CASE FILE, May 20, 1936 to date. Complete history of cases from date of application to final disposition. Arranged numerically. Indexed alphabetically, 3 x 5 cards, 6 ft. 5 in., in 7 boxes. (Daily, official.) 9 x 12 folders, 3 ft. 4 in., in 2 drawers of desk. R. K. (9,498)

374. CORRESPONDENCE AND BULLETINS, May 1936 to date. Correspondence with field offices; also bulletins from State office. Filed alphabetically. (Frequently, official.) 9 x 12 folders, 1 ft. 2 in., in drawer of metal filing case. R. K. (9,427)

375. INTERVIEWERS' ASSIGNMENTS, May 1936 to date. Daily assignments to interviewers; also correspondence thereon. Filed geographically. (Daily, official.) 9 x 12 folders, 3 ft., in 2 drawers of metal filing case. R. K. (9,470)

376. READY REFERENCE FILE, May 1936 to date. Progress records of applications obtained by field representatives before cases are turned over to FHA: name, address of applicant, amount of mortgage, name of interviewer, date of application. Filed alphabetically. (Daily, official.) 3 x 5 loose cards, 7 in., in wooden box. R. K. (9,397)

377. READY REFERENCE FILE, May 1936 to date. Account of progress and final disposition of applications after being turned over to FHA by field representatives. Filed alphabetically. (Daily, official.) 3 x 5 loose cards, 7 in., in wooden box. R. K. (9,398)

378. REPORTS, May 1936 to date. Weekly and monthly progress reports from field offices: date of report, name of supervisor, address of office, number of cases handled. Filed chronologically. (Frequently, official.) 9 x 12 folders, 2 ft. 4 in., in 2 drawers of metal filing case. R. K. (9,502)

379. CITY PLANNING BOARD MAP OF THE CITY OF BOSTON, June 1936. Colored map of Boston showing residential rental averages, number of structures; percentages of structures under 15 years old, units owner occupied, buildings unfit for occupancy, units other than residential, and structures with baths. (Frequently, official.) 72 x 80 sheet on wall. R. B. (9,412)

380. EXAMINATION PAPERS, June - Oct. 1936. Examination papers of applicants for positions: name, rating of applicant; date of examination. (Rarely, official.) 8 x 10½ loose papers, 10 in., in drawer of metal filing case. R. K. (9,471)

381. READY REFERENCE FOLLOW-UP FILE, Aug. 31, 1936 to date. Record of progress on approved loan applications after they have been submitted to leading institutions by the FHA. Filed alphabetically. (Daily, official.) 3 x 5 loose cards, 9 in., in wooden box. R. K. (9,400)

382. REPORTS, Oct. 1936 to date. Form 2017, results of investigations of chief underwriter on cases submitted for his approval: valuation of property, type of loan, findings, and decision. Filed chronologically. (Frequently, official.) 8½ x 14 loose papers, 1 ft., in drawer of metal filing case. R. K. (9,428)

383. RECORD OF CASE BINDERS TAKEN FROM THIS OFFICE, Oct. 8, 1936 to date. Name of recipient, date of removal of binder, and case number. Entered chronologically. (Daily, official.) 9 x 15 loose-leaf book, 1 in., on desk. R. A. (9,405)

384. DAILY RECORD OF ARCHITECTURAL REPORTS COMPLETED, Nov. 18, 1936 to date. Form 2089A, architectural inspections: date of inspection, name of inspector, and case number. Entered chronologically. (Daily, official.) 6 x 9 loose-leaf book, 1 in., on table. R. A. (9,404)

385. DAILY RECORD OF CASES IN TRANSIT, Nov. 18, 1936 to date. Form 2089B, cases handled in chief underwriter's office: case number, recommendation of chief underwriter, disposition of case. Entered chronologically. (Daily, official.) 5 x 8 loose-leaf book, 1 in., on desk. R. E. (9,420)

386. ARCHITECTURAL REPORTS, Nov. 19, 1936 to date. History of cases assigned to field representatives of Architectural Department: name of inspector, case number, and date of completion of case. Entered chronologically. (Daily, official.) 9 x 15 loose-leaf book, 1 in., on desk. R. A. (9,399)

387. CASES AWAITING SIGNATURES, Jan. 5, 1937 to date. Cases, in which commitments have been issued on loan applications, awaiting correction of errors or signature of chief valuator. Filed numerically. Indexed alphabetically. (Daily, official.) 10 x 15 folders, 6 in., in drawer of metal filing case. Rs. C, D. (9,415)

388. WHOLESALE OPERATIONS APPLICATIONS, Jan. 20, 1937 to date. Form 2201, mortgagee's applications for conditional commitments: name, address of mortgagor and mortgagee, location, valuation of property, description of land, building, and amount of annual taxes. Filed numerically. Indexed alphabetically. (Daily, official.) 10 x 15 folders, 3 ft. 2 in., in 2 drawers of metal filing case. R. E. (9,421)

389. TICKLER FILE, Feb. 1 - Feb. 27, 1937. Names, addresses of individuals to whom follow-up letters concerning loans and inspections are to be sent. Arranged chronologically. (Daily, official.) 10 x 15 folders, 6 in., in drawer of metal filing case. R. K. (9,478)

390. CASES REQUIRING FOLLOW-UP INSPECTION LETTERS, Feb. 2 - Feb. 20, 1937. Record of letters sent to builders concerning inspections of property on which loans are desired: date letter sent, name of builder, and approximate date for future inspections. Entered chronologically. (Daily, official.) 6 x 8 loose-leaf book, 1 in., on desk. R. A. (9,401)

Regional Office
Records Concerning Massachusetts

Upon the closing of the Regional Office in February 1937, its records were returned to the states which originated them. The records concerning Massachusetts are stored in the custody of the State office. Some of them will be incorporated into the State office files; others will be destroyed.

391. APPLICATIONS FOR POSITIONS, July 23, 1934 - May 14, 1935. Applications for employment with the FHA: name, address, occupation, marital status, experience, and references of applicant. Filed alphabetically. (Never.) 9 x 12 folders, 8 in., in wooden box. R. K. (11,495)

392. DAILY REPORTS OF APPLICATIONS, Aug. 5, 1935 to date. Daily progress reports: total of applications received, number accepted, and number rejected. Filed chronologically. (Never.) 9 x 12 folders, 10 in., in wooden box. R. K. (11,494)

393. GENERAL CORRESPONDENCE, Aug. 20, 1934 to date. Correspondence with Washington, D.C., regarding legislation, fiscal and general activities of agency, progress of program; also with State chairmen on conduct of the program. Filed chronologically. (Weekly, official.) 9 x 12 folders, 17 ft. 6 in., in 4 drawers of metal filing case and in 4 wooden boxes. R. K. (11,498)

394. OATHS OF OFFICE, Oct. 22, 1934 - May 9, 1936. Oaths taken by employees: name, signature of employee, notary's seal, date of oath. Filed alphabetically. (Rarely, official.) 9 x 12 folders, 2 in., in drawer of metal filing case. R. K. (11,493)

395. DIRECTORS WEEKLY REPORTS, Oct. 27, 1934 - Dec. 7, 1935. Form 120, progress reports: location of office, number of visits made to owners and tenants, estimated number, and value of repair jobs. Filed chronologically. (Never.) 9 x 12 folders, 5 in., in wooden box. R. K. (11,497)

396. LOCAL CAMPAIGN COMMITTEE REPORTS, Dec. 5, 1934 - Aug. 6, 1935. Form 121, reports of drives conducted by each office: address of office, number of visits made to owners and tenants, number and valuation of approved repair jobs. Filed alphabetically. (Never.) 9 x 12 folders, 4 in., in wooden box. R. K. (11,499)

397. REPORT OF ACTIVITIES AND ACCOMPLISHMENTS OF OFFICIALS, Jan. 9, 1936 - Dec. 29, 1936. Reports made to regional office by officials working in the field: name, address of employee, name of supervisor, places visited, and time consumed in visits. Filed chronologically. (Never.) 9 x 12 folders, 6 in., in wooden box. R. K. (11,496)

BROCKTON

OFFICE OF DISTRICT DIRECTOR
Post Office Bldg., 43 Crescent St.

This office was established in 1934 as a branch of the district office in Fall River. Records are sent to the Fall River office or to the Boston office; none are sent to Washington, D.C.

398. REPORTS AND GENERAL CORRESPONDENCE, June 7, 1935 to date. Forms FHA 2064, 2004A, 176, and 3C, showing applications for loans, mortgagors' statements, reports of activities, credit statements, daily reports of contracts and results; lists of those who own property, rent property, builders, and veterans who received bonuses; timekeepers' reports, and correspondence. Filed alphabetically. (Daily, official.) 9 x 12 folders, 3 ft. 1 in., in 2 drawers of wooden filing case. R. 201. (169)

399. LIST OF PROSPECTS, June 7, 1935 to date. List of prospective borrowers with notations as to addresses and dates solicited or circularized. Filed alphabetically. (Daily, official.) 4 x 6 loose cards, 2 ft. 8 in., in 4 paper boxes. R. 201. (166)

400. VARIOUS MISCELLANEOUS RECORDS, Aug. 1, 1936 to date. Forms and reports on cases in various stages of investigation including applications, credit ratings, property inspections, etc. Filed alphabetically. (Daily, official.) Variously sized loose papers, 4 in., on desk. R. 207. (165)

401. COMPLETED APPLICATIONS FOR MORTGAGE LOANS PENDING FINAL ACTION, Aug. 1, 1936 to date. Forms 2064, 2004, and reports describing property on which loans are sought, mortgagee's statement of property holdings, and applications for insurance. Filed alphabetically. (Daily, official.) 9 x 12 folders, 1 in., on top of table. R. 201. (170)

FALL RIVER

OFFICE OF DISTRICT DIRECTOR
Globe Bldg., 41 North Main St.

This district office was established December 3, 1934. All papers and records are sent to the Boston office; none are sent to Washington, D.C.

402. GENERAL CORRESPONDENCE, June 6, 1936 to date. Concerning official and routine business received from various sources. Filed alphabetically. (Frequently, official.) 9 x 12 folders, 5 in., in drawer of metal filing case. R. 403. (534)

403. BETTER HOUSING HEADQUARTERS, WEEKLY SUMMARY, June 6, 1936 to date. Form 1201 (Rev. 3-1-36), record of weekly transactions. Filed chronologically. (Frequently, official.) 8 x 10½ loose sheets, 1 in., in drawer of metal cabinet. R. 403. (535)

404. MORTGAGEE'S APPLICATION FOR INSURANCE, June 6, 1936 to date. FHA Form 2004 (Rev. 4-15-36), record of amount of mortgage to be insured, amount of interest payable per annum, mortgagors' statements, and case number. Filed alphabetically. (Daily, official.) 8½ x 14 folders, 2 ft., in drawer of metal filing case. R. 403. (536)

405. CREDIT STATEMENT, June 6, 1936 to date. Form FHE 3-Cs (Rev. 4-1-36), for loans, not exceeding $2,000, showing record of amount of credit required by applicant, employment or business, income and obligations. Filed alphabetically. (Daily, official.) 8 x 9½ folders, 2 ft., in drawer of metal filing case. R. 403. (537)

406. FINANCIAL AND CREDIT STATEMENT, June 6, 1936 to date. Form FHE 3-FCs, showing date, city, state, name and address of applicant, nature of business, date established, form of organization, liens against property, and bank and trade references. Filed alphabetically. (Frequently, official.) 8 x 13 folders, 2 ft., in drawer of metal filing case. R. 403. (538)

407. OPERATIVE BUILDER'S APPLICATION FOR CONDITIONAL COMMITMENT, June 6, 1936 to date. FHA Form 2080, showing name and address of insurance officer, operative builder's valuations, operative builder's description of real estate, land, improvements, taxes and liens. Filed alphabetically. (Frequently, official.) 8½ x 14 folders, 2 ft. 6 in., in drawer of metal filing case. R. 403. (539)

408. MORTGAGOR'S STATEMENT, June 6, 1936 to date. FHA Form 2004a, showing case number, names and addresses of mortgagee and mortgagor, location of property, land, improvements, taxes, etc. Filed alphabetically. (Daily, official.) 8½ x 10 folders, 2 ft., in drawer of metal filing case. R. 403. (540)

LOWELL

OFFICE OF DISTRICT DIRECTOR
Lowell City Hall, 375 Merrimack St.

This district office was established July 28, 1936. All papers and records are forwarded to the Boston office except those which pertain to this office.

409. APPLICATIONS FOR LOANS UNDER TITLE NO. 1, July 28, 1936 to date. Forms FHE 3-Cs and FHE 3-FCs, credit statement for loans not exceeding $2,000, financial and credit statement for loans exceeding $2,000, giving necessary information required under FHA to secure loans. Filed alphabetically. (Daily, official.) 9 x 12 folders, 1 ft. 8 in., in drawer of metal filing case. R. Old Council Chamber. (98)

410. APPLICATIONS FOR INSURED MORTGAGES UNDER TITLE NO. 2, July 28, 1936 to date. Forms 2004 and 2004a, mortgagor's statement and mortgagee's application for insurance giving necessary information required by FHA to secure insured mortgages. Filed alphabetically. (Daily, official.) 9 x 12 folders, 3 ft. 6 in., in 2 drawers of metal filing case. R. Old Council Chamber. (99)

411. INTERVIEW FORMS, July 28, 1936 to date. FHA Form 150 (a), interviews with applicants showing date, name, address, telephone number and type of financing in which applicant is interested. Filed chronologically. (Daily, official.) 9 x 12 folders, 1 ft. 4 in., in drawer of metal filing case. R. Old Council Chamber. (100)

412. WEEKLY SUMMARY, July 28, 1936 to date. FHA Form 120, summary of week's activities of this office including number of applicants interviewed, type of loan or insurance, new or old construction, dollar valuations, and workers employed. Filed chronologically. (Weekly, official.) 9 x 12 folders, 1 in., in drawer of metal filing case. R. Old Council Chamber. (101)

SALEM

OFFICE OF DISTRICT DIRECTOR
U. S. Post Office, Margin St.

On June 9, 1936, this district office was established. All records except those pertaining to this office are sent to the Boston office.

413. PROSPECT CARDS, June 9, 1936 to date. Records of prospects for loans negotiated through this office. Filed alphabetically. (Daily, official.) 3 x 5 cards, 4 ft., in 2 drawers of metal card cabinet. R. 208. (640)

SPRINGFIELD

OFFICE OF DISTRICT DIRECTOR
Springfield National Bank Bldg., Main St.

The office in this district was established in June 1934. Copies of the records are sent to Washington, D.C.; the original records are retained by the banks; and only the records pertaining to the activities of this office are kept here.

414. CORRESPONDENCE AND PAY ROLL RECORDS, June 27, 1934 to date. Concerning official business and pay roll records of this office. Filed chronologically. (Daily, official.) 9 x 12 folders, 2 ft., in 2 drawers of metal filing case. R. 207. (1292)

WOBURN

OFFICE OF DISTRICT DIRECTOR
City Hall, 10 Common St.

The office of district director was established on Aug. 3, 1936. No records are sent to Washington, D.C. With the exception of those pertaining to this office, they are sent to the Boston office. On Nov. 28, 1936 this office ceased operating.

415. APPLICATIONS FOR INSURED MORTGAGES UNDER TITLE NO. 2, Aug. 3, 1936 to date. FHA Forms 2004 and 2004a, mortgagee's applications for insurance and mortgagor's statement giving information required to secure mortgages. Filed alphabetically. (Daily, official.) 9 x 12 folders, 1 ft. 8 in., in drawer of metal filing case. Committee Room. (50)

416. APPLICATIONS FOR LOANS UNDER TITLE NO. 1, Aug. 3, 1936 to date. FHA Forms 3-Cs and 3-FCs, credit statement and financial and credit statement listing all necessary information required to secure loans. Filed alphabetically. (Daily, official.) 9 x 12 folders, 8 in., in drawer of metal filing case. Committee Room. (49)

417. INTERVIEW FORMS, Aug. 3, 1936 to date. FHA Form 150 (a), daily reports by interviewers of applicants contacted, showing date, name, address, telephone number, and type of financing in which applicant is interested, whether modernization or home refinancing is desired, and references. Filed chronologically. (Daily, official.) 9 x 12 folders, 7 in., in drawer of metal filing case. Committee Room. (48)

418. WEEKLY SUMMARY, Aug. 3, 1936 to date. FHA Form 120, showing weekly activities of this office, number of applicants interviewed, type of loan or insurance, new or old construction, valuation, and workers employed. Filed chronologically. (Weekly, official.) 9 x 12 folders, 1 in., in drawer of metal filing case. Committee Room. (47)

WORCESTER

OFFICE OF DISTRICT DIRECTOR
Brewer Bldg., 34 Federal Street

This office was established May 8, 1936. All copies of the records are sent to the Boston headquarters and from there they are forwarded to Washington, D.C. Only records pertaining to this office are kept on file.

419. MISCELLANEOUS FILE, May 1936 to date. Reports which the FHA assured financial institutions against loss on loans financing alterations, improvements, etc.; also, weekly summary reports, outstanding applications, interviewers' daily reports, correspondence, and statistical reports. Filed alphabetically. (Daily, official.) 9 x 12 folders, 1 ft. 6 in., in drawer of wooden filing case. 1st floor. (232)

PART 6. THE INTERSTATE COMMERCE COMMISSION

THE INTERSTATE COMMERCE COMMISSION

BOSTON

BUREAU OF LOCOMOTIVE INSPECTION
OFFICE OF THE INSPECTOR
U.S. Post Office and Court House Bldg.
Post Office Square

In 1911 the inspector of locomotives for districts 1 and 2 established offices in Boston in the Weld Building on Federal Street; in 1916 quarters were taken in the Rice Building on High Street, and shortly thereafter at 408 Atlantic Avenue; in 1933, when the new Post Office and Court House Building was completed, quarters were taken therein. Regular inspections are made of locomotives, roundhouses, and shops, used by railroads engaged in interstate commerce. Also investigations and reports are made of railroad accidents throughout the New England States and part of New York.

The records of the agency are in good condition and are well kept; originals of most records are sent to Washington, D.C., at regular intervals

420. INSPECTION AND REPAIR, CORRESPONDENCE, Jan. 1, 1917 to date. Correspondence with railroad companies relating to inspections and repairs of locomotives. Filed alphabetically. (Occasionally, official.) $8\frac{1}{2}$ x 11 loose-leaf books, 3 ft., in metal filing cabinet. R. 1801. (466)

421. INSPECTION REPORTS, Jan. 1, 1917 to date. Form 15, reports on inspections of locomotives, showing names of railroad and district, locomotive number, date of report. Arranged chronologically. (Daily, official.) 5 x 8 loose-leaf books, 5 ft., in 2 drawers of wooden filing case. R. 1801. (11,753)

422. INSPECTORS' NOTE BOOKS, Jan. 1, 1925 to date. Notes taken during inspections of locomotives: date of inspection, name of railroad shop, number of locomotives inspected, number found defective. Filed chronologically. (Rarely, official.) 3 x 5 note books, 3 ft., in metal filing cabinet. R. 1801. (467)

BUREAU OF MOTOR CARRIERS
OFFICE OF THE DISTRICT DIRECTOR
North Station Bldg., 150 Causeway St.

This office was established August 1, 1936 at 150 Causeway Street. It administers throughout New England the Motor Carrier Act of 1935 which provides for regulating the transportation of passengers and property by

motor carriers engaged in interstate or foreign commerce. Reports and some records are sent periodically to the Commission at Washington, D.C. Current material is safely maintained in modern equipment.

423. GENERAL CORRESPONDENCE, Aug. 1, 1936 to date. With carriers regarding rates, insurance, regulations; also requests for forms. Filed alphabetically. (Daily, official.) 9 x 12 folders, 3 in., in drawer of metal filing case. R. 1220 B. (11,872)

424. SECTIONAL FILE, Aug. 1, 1936 to date. Correspondence with section heads at headquarters, Washington, D.C., regarding complaints, finance, insurance, protests, and rates. Filed alphabetically. (Daily, official.) 9 x 12 folders, 1 ft. 6 in., in drawer of metal filing case. R. 1220 D. (11,757)

425. CORRESPONDENCE, Aug. 1, 1936 to date. Copies of letters from Washington, D.C. headquarters to carriers in New England concerning rates and tariff schedules. Filed alphabetically. (Daily, official.) 9 x 12 folders, 6 in., in drawer of metal filing case. R. 1220 C. (11,878)

426. GENERAL CORRESPONDENCE, Aug. 1, 1936 to date. Of examiner with Washington, D.C. headquarters, joint board members, and attorneys concerning cases presented for decision. Filed alphabetically. (Daily, official.) 9 x 12 folders, 1 ft., in drawer of metal filing case. R. 1220 E. (11,879)

427. CORRESPONDENCE AND REPORTS, Aug. 1, 1936 to date. Correspondence of rate agent with Washington, D.C., and carriers, concerning rates and tariff schedules; also copies of daily and weekly reports. Filed alphabetically. (Daily, official.) 9 x 12 folders, 1 ft., in drawer of metal filing case. R. 1220 C. (11,880)

428. GENERAL CORRESPONDENCE, Aug. 1, 1936 to date. Of director with district employees; also, expense vouchers, applications, orders from the Commission, and records of employees. Filed alphabetically. (Daily, official.) 9 x 12 folders, 1 ft. 6 in., in drawer of metal filing case. R. 1220 D. (11,759)

429. CORRESPONDENCE AND REPORTS, Aug. 1, 1936 to date. Forms BMC 1, 2, 3, and 4, showing weekly itinerary of supervisor, daily record of activities, time schedule, report on oral interviews, weekly report of supervisor; also correspondence with field supervisors. Filed chronologically. (Daily, official.) 9 x 12 folders, 3 ft., in 2 drawers of metal filing case. R. 1220 D. (11,756)

430. TARIFF OR RATE FILES, Aug. 1, 1936 to date. Copies of reports from carriers concerning rates for transportation of goods and passengers: name and address of carrier, commodities handled, rates and tariff charged, docket number. Indexed alphabetically, 3 x 5 cards, 6 ft., in wooden card cabinets. (Daily, public.) 11 x 12 loose-leaf books (152), 58 ft., on 10 metal shelves. R. 1220 A. (11,877)

431. ABSTRACTS OF CASES FILED, Aug. 1, 1936 to date. Copies of petitions of railroads for restriction of motor carriers' activities: name of petitioner, state, type of service, commodities handled, and docket number. Entered chronologically. (Daily, official.) 9 x 12 volumes, 2 ft., on desk. R. 1220 E. (11,875)

432. COMPLAINTS, Aug. 1, 1936 to date. Reports on violations of Motor Carrier Act: name and address of company, name of complainant, investigator, date of complaint. Filed alphabetically. (Daily, official.) 3 x 5 cards, 4 in., in pasteboard box. R. 1220 D. (11,758)

433. COMPLAINT FILE, Aug. 1, 1936 to date. Correspondence regarding violations of the Motor Carrier Act: name and address of company, name of complainant, account of violation. Indexed alphabetically, 3 x 5 cards, 4 in., in cardboard box. (Daily, official.) 9 x 12 folders, 1 ft. 10 in., in 2 drawers of metal filing case. R. 1220 B. (11,870)

434. COMPLAINTS PENDING DECISION, Aug. 1, 1936 to date. Correspondence with Washington, D.C. headquarters regarding investigations of alleged violations of the Motor Carrier Act. Filed alphabetically. (Occasionally, official.) 9 x 12 folders, 3 in., in drawer of metal filing case. R. 1220 B. (11,874)

435. PENDING CASES, Aug. 1, 1936 to date. Correspondence, reports, other information on cases assigned to examiner for hearing. Filed numerically. (Daily, official.) 9 x 12 folders, 6 in., in drawer of metal filing case. R. 1220 E. (11,881)

436. COPIES OF SUPPLEMENTAL REPORTS, Aug. 1, 1936 to date. Copies of investigators' reports on carriers: name, address, and kind of corporation, whether or not tariff schedule was filed, commodities carried, territory served, and docket number. Filed alphabetically. (Daily, official.) 9 x 12 folders, 2 ft., in 2 drawers of metal filing case. R. 1220 B. (11,882)

437. SUPPLEMENTARY LISTS, Aug. 1, 1936 to date. Docket of cases: name and address of concern, names of complainant and investigator, docket number, and remarks. Arranged numerically. (Daily, official.) $8\frac{1}{2}$ x 13 loose-leaf books, 4 in., on desk. R. 1220 B. (11,876)

438. COMPLAINTS CLOSED, Aug. 1, 1936 to date. Correspondence with Washington, D.C. headquarters and companies against which unfounded charges of violation of the Motor Carrier Act were made. Filed alphabetically. (Occasionally, official.) 9 x 12 folders, 6 in., in drawer of metal filing case. R. 1220 B. (11,871)

439. CERTIFICATES, Feb. 11, 1937 to date. Certifications of common and contract carriers, who satisfied requirements of Commission, to operate in New England. Filed alphabetically. (Occasionally, official.) 9 x 12 folders, 3 in., in drawer of metal filing case. R. 1220 B. (11,873)

BUREAU OF SERVICE
OFFICE OF THE SERVICE AGENT
U.S. Post Office and Court House Bldg.
Post Office Square

This office was established in 1933, and has occupied its present quarters in the U.S. Post Office and Court House Building since that date. The records are intact from the date of establishment of the office. Reports are forwarded periodically to Washington, D.C., and all current material is safely preserved in a metal filing case.

440. CORRESPONDENCE AND REPORTS, Aug. 15, 1933 to date. Correspondence with Washington, D.C. headquarters and railroads in New England; also copies of reports to the Commission. Filed alphabetically. (Occasionally, official.) 9 x 12 folders, 6 ft., in 4 drawers of metal filing cases. R. 1706. (11,752; 11,754)

441. INVESTIGATION OF FREIGHT FORWARDING COMPANIES, Jan. 1, 1936 to date. Correspondence, reports, records of corporation officers, and other data gathered in an investigation of freight forwarders. Filed chronologically. (Weekly, official.) 9 x 12 folders, 1 ft., in drawer of metal filing case. R. 1706. (11,755)

BUREAU OF VALUATION
OFFICE OF THE APPRAISER, LAND SECTION
U.S. Post Office and Court House Bldg.
Post Office Square

This office was established in 1928 at 408 Atlantic Avenue, and moved to its present location, Room 1704, U.S. Post Office and Court House Building, on September 11, 1933. An appraiser in charge and two assistants carry on the activities of the agency, investigating and reporting the value of all properties owned or used by common carriers in New England. Some papers and reports are forwarded periodically to the Commission at Washington, D.C. Current material is safely maintained in modern equipment.

442. BLUEPRINT COPIES OF FINAL REPORTS, June 30, 1918 to date. Blueprints of land properties of railroads in New England, noting changes in valuation, zones, locations, unit prices, total values of property. Filed geographically. (Daily, official.) $7\frac{1}{2}$ x $11\frac{1}{2}$ loose-leaf books, $7\frac{1}{2}$ in., on metal shelf. R. 1704. (1,708)

443. OFFICIAL RAILROAD MAPS, Jan. 1 - June 15, 1930. Right-of-way maps, requested from railroads by Washington headquarters, zoned locally to indicate value of railroad property concerned, and sent to Washington. Filed geographically. (Daily, official.) 9 x 12 envelopes, 1 ft. 10 in., on metal shelf. R. 1704. (1,709)

444. CORRESPONDENCE, Jan. 1, 1930 to date. General correspondence with the public, Washington headquarters, and organizations under the Commission's jurisdiction; also, progress reports and field memoranda. Filed chronologically. (Daily, official.) 9 x 12 folders, 1 ft., in drawers of metal filing case. R. 1704. (1,730)

445. APPRAISAL NOTES, Jan. 1, 1930 to date. Field notes on valuations of railroad properties, used in compiling appraisal data. (Daily, official.) 9 x 12 folders, 1 ft., in drawer of metal filing case. R. 1704. (1,711)

446. APPRAISAL DATA, Jan. 1, 1930 to date. Forms 505R, 501RR, 505, 502, 504x, 504, 507, 508R, 637, information on appraisals of railroad properties in New England: use of property, assessed valuation of adjoining property, and local tax rates. Filed numerically. (Daily, official.) 9 x 12 loose-leaf books, 17 ft. 7 in., on 5 metal shelves and in 21 wooden compartments. R. 1704. (1,726)

447. WEEKLY PROGRESS REPORTS, Jan. 1, 1930 to date. Duplicates of reports sent to Washington headquarters: names of carriers investigated, and number and results of investigations. Filed chronologically. (Daily, official.) 10¾ x 11¼ loose-leaf books, 3 in., on metal shelf. R. 1704. (1,725)

448. EXHIBIT MAPS, Jan. 1, 1930 to date. Compiled from field reports showing valuation of railroad property by zones in towns and cities of New England. Filed geographically. (Daily, official.) Variously sized, rolled and on wooden binders, 4 ft., on 2 wooden shelves, in wooden map rack, and in locker. R. 1704. (1,710)

SPRINGFIELD

BUREAU OF MOTOR CARRIERS
OFFICE OF THE SUPERVISOR
Federal Bldg., 436 Dwight St.

The Springfield office of the supervisor was established in October 1936, at the Federal Building, 436 Dwight Street. Until quarters were obtained at the present address, this office operated at the residence of the supervisor, 36 King Street, Northampton. It aids the Boston office in the administration, in the Springfield area, of the Motor Carrier Act of 1935. Reports and some records are sent periodically to the Commission at Washington, D.C. Current records are safely maintained in metal equipment in this modern fireproof building.

449. REPORTS, WEEKLY AND DAILY, Aug. 10, 1936 to date. Copies of reports sent to Washington headquarters: BMC Form 1, weekly itinerary of supervisor; BMC Form 2, daily record of activities, time schedule; BMC Form 3, report on oral interviews; BMC Form 4, weekly report of supervisor; employees' reports. Filed chronologically. (Daily, official.) 8 x 10½ loose sheets, 7 in., in drawer of metal filing case. R. 420. (1,581)

450. COMPLAINTS, Sept. 25, 1936 to date. Correspondence with licensed carriers, and with Boston and Washington headquarters regarding violations of ICC regulations; sent to Washington headquarters when complaint is adjusted. Filed alphabetically. (Daily, official.) 10 x 15 folders, 8 in., in drawer of metal filing case. R. 420. (1,580)

451. PERSONAL FILE, CONFIDENTIAL, Oct. 17, 1936 to date. Confidential records of supervisor, mostly pertaining to office expenses, salaries, and temporary stenographic force. Filed chronologically. (Daily, confidential.) 9 x 12 folders, 7 in., in drawer of metal filing case. R. 420. (1,582)

452. INTERVIEWS AND CORRESPONDENCE, Oct. 17, 1936 to date. Records of interviews with motor carriers applying for permit to operate in New England: name and address of carrier, kind of transportation, service, routes to be taken, commodities to be carried, and related correspondence. Filed alphabetically. (Daily, official.) 10 x 15 folders, 1 ft. 3 in., in drawer of metal filing case. R. 420. (1,583)

453. PENDING INTERVIEWS, Oct. 20, 1936 to date. Correspondence concerning requests for interviews by applicants seeking permits to operate motor carriers; sent to Washington headquarters when case is settled. Filed alphabetically. (Daily, official.) 10 x 15 folders, 8 in., in drawer of metal filing case. R. 420. (1,584)

454. CERTIFICATES AND PERMITS, Feb. 3, 1937 to date. Mimeographed reports from Washington headquarters concerning routes, commodities carried, other matters pertaining to permits granted motor carrier applicants. Filed alphabetically. (Daily, official.) 8 x 12 covers, 6 in., in drawer of metal filing case. R. 420. (1,585)

PART 7. THE NATIONAL EMERGENCY COUNCIL

THE NATIONAL EMERGENCY COUNCIL

BOSTON

OFFICE OF THE STATE DIRECTOR
U.S. Post Office and Court House Bldg.
Post Office Square

This office was established in 1933 on the 17th floor of the United States Post Office and Court House Building. It disseminates information concerning all governmental activities, and coordinates, insofar as it is possible to do so, the functions of various Federal agencies in Massachusetts. In March 1934 the Council established the United States Information Service which makes available general information concerning all phases of governmental activity.

All its records are safely and suitably maintained in modern equipment.

455. MISCELLANEOUS REPORTS, Jan. 1935 to date. Reports concerning WPA, Federal relief agencies, Federal reserve banks, and NEC; list of all WPA projects; and Massachusetts NEC news items; NEC reports to Washington office; and miscellaneous data. See addenda for complete list of titles. (Daily, official.) 10 x 11 loose-leaf books (13), 2 ft. 6 in., on table. R. 1700. (955)

456. CORRESPONDENCE WITH FEDERAL AGENCIES, May 15, 1935 to date. Correspondence with other Federal agencies. Filed alphabetically. (Daily, official.) 9 x 15 folders, 3 ft., in 2 drawers of metal filing case. R. 1700. (951)

457. GENERAL AND MISCELLANEOUS CORRESPONDENCE, May 15, 1935 to date. Mostly with state or municipal officials, Congressmen, Senators, or other persons. Filed alphabetically. (Daily, official.) 9 x 15 folders, 2 ft. 8 in., in 2 drawers of metal filing case. R. 1700. (946)

458. GENERAL AND MISCELLANEOUS CORRESPONDENCE, May 15, 1935 to date. With the general public seeking advice and information. Filed alphabetically. (Daily, official.) 9 x 15 folders, 1 ft. 5 in., in drawer of metal filing case. R. 1700. (947)

459. RECORD OF TELEPHONE AND PERSONAL CALLS, May 15, 1935 to date. A complete record of all telephone and personal calls made to this office. Filed alphabetically. (Daily, official.) 9 x 15 folders, 1 ft. 3 in., in 2 drawers of metal filing case. R. 1700. (948)

460. APPLICATIONS FOR POSITIONS, May 15, 1935 to date. Mostly in the form of letters from persons seeking positions in this or other Federal agencies. Filed alphabetically. (Daily, official.) 9 x 15 folders, 2 ft. 3 in., in 2 drawers of metal filing case. R. 1700. (953)

461. MEMORANDA ON FEDERAL, STATE, AND LOCAL WPA PROJECTS, May 15, 1935 to date. Memoranda, bulletins, reports, statistics, and similar information concerning WPA activities. Filed chronologically. (Daily, official.) 9 x 11 loose-leaf books (9), 1 ft. 6 in., on table. R. 1700. (1,025)

462. REPORTS ON APPROVED AND FINANCED FEDERAL PROJECTS, Oct. 1935 to date. Active relief work projects; data includes descriptions, personnel quotas, sponsors, wages to be paid, allotments, locations, and numbers of projects. Filed chronologically. (Daily, official.) 18 x 24 loose-leaf books, 2 ft. 6 in., on table. R. 1700. (949)

463. REPORTS ON APPROVED FEDERAL RELIEF WORK PROJECTS, Jan. 1936 to date. Data includes descriptions, personnel quotas, wages to be paid, allotments requested, locations, and numbers of projects. Arranged numerically. (Occasionally, official.) 15 x 22 loosely filed papers, 8 in., in drawer of metal filing case. R. 1700. (988)

PART 8. THE NATIONAL LABOR RELATIONS BOARD

THE NATIONAL LABOR RELATIONS BOARD

BOSTON

OFFICE OF THE REGIONAL DIRECTOR
U.S. Post Office and Court House Bldg.
Post Office Square

The National Labor Relations Board was established under the Wagner-Connery Act of July 5, 1935. The new Board took over the functions of the old National Labor Relations Board, created June 19, 1934, and of the old National Labor Board of 1933 as well as the records of its predecessors. The first regional office in Boston was founded on August 5, 1933, under the old National Labor Board. The National Labor Relations Act gives the right to employees to form a self-organization and to designate representatives of their own choosing. The Board has regional officers and at the head of each is a regional director. Hearings are held by trial examiners involving the right to strike, charges and complaints, examination of witnesses, facts, enforcements of decisions, and review of cases by courts of appeal. The records of the Boston office are in good condition and are stored in suitable containers.

464. UNCLASSIFIED CORRESPONDENCE, Nov. 1, 1933 - June 16, 1935. On matters not within jurisdiction of this Board. Filed chronologically. (Rarely, official.) 9 x 12 folders, 4 in., in pasteboard box. R. 460. (3,694)

465. STATISTICAL RECORDS OF CASES, Nov. 6, 1933 to date. Statistical data on adjusted and pending cases. Filed alphabetically. (Daily, official.) 3 x 5 loose cards, 1 ft. 3 in., in drawer of metal card cabinet. R. 460. (3,698)

466. MISCELLANEOUS RECORDS AND CORRESPONDENCE, Nov. 7, 1933 - May 27, 1935. Correspondence, memoranda, routine records of the old National Labor Board. (Never.) 9 x 12 folders, 2 ft. 1 in., in pasteboard box. Rs. 1608, 460. (3,693; 3,695)

467. BOARD INVOICES, Jan. 2, 1934 - Aug. 17, 1935. Invoices for office supplies, materials, and equipment. Filed chronologically. (Never.) 9 x 12 folders, 5 in., in drawer of metal filing case. R. 460. (3,697)

468. ADDRESSES OF LABOR UNION MEMBERS, Mar. 20, 1934 to date. Names and addresses of individuals calling at office, and reasons why they are interested in cases. Filed alphabetically. (Weekly, official.) 3 x 5 loose cards, 6 in., in pasteboard box. R. 460. (3,700)

469. DOCKET CASES, Mar. 20, 1934 - Apr. 20, 1935. Record of cases including correspondence, memoranda, and data appearing on docket, and showing progress of each case. Filed numerically. (Monthly, official.) 9 x 12 folders, 9 ft., in 3 drawers of metal filing case and closed metal shelf. R. 460. (3,516)

470. DOCKET BOOK, Sept. 27, 1935 to date. Form NLRB 28, record of daily developments in each case argued before this Board. Arranged chronologically. (Daily, official.) 14 x 17 loose-leaf books, 3 in., on top of metal filing case. R. 460. (3,535)

471. CLOSED CASES, Sept. 28, 1935 to date. Data pertaining to cases adjusted by the Board. Filed numerically. 3 x 5 card index, 4 in. (Occasionally, official.) 9 x 12 folders, 1 ft. 7 in., in drawer of metal filing case. R. 460. (3,691)

472. TRANSCRIPTS OF HEARINGS, Oct. 2, 1935 to date. Stenographic reports of hearings before Board on settlement of labor disputes. Filed alphabetically. (Weekly, official.) 9 x 12 folders, 1 ft. 6 in., in drawer of metal filing case. R. 460. (3,702)

473. EXHIBITS FOR PRESENTATION, Oct. 19, 1935 to date. Reports, written evidence, statistics on cases awaiting argument. Filed numerically. 3 x 5 card index. (Daily, official.) 9 x 12 folders, 3 ft., in 4 drawers of metal filing case. R. 460. (3,696)

474. PENDING CASES, Oct. 19, 1935 to date. Correspondence, memoranda, data on cases awaiting argument. Filed numerically. 3 x 5 card index, 4 in. (Daily, official.) 9 x 12 folders, 8 in., in drawer of metal filing case. R. 460. (3,690)

475. REPRESENTATION REPORTS, Oct. 22, 1935 to date. Correspondence with various organizations concerning labor problems and arbitrations; also surveys and reports. Filed numerically. Indexed. (Daily, official.) 9 x 12 folders, 3 ft. 1 in., in 2 drawers of metal filing case. R. 460. (3,692)

476. CASE REPRESENTATION RECORDS, Oct. 22, 1935 - Apr. 15, 1936. Records of communications with various organizations concerning histories of arbitrative representations made by this office on labor problems. Arranged numerically. 3 x 5 card index, 4 in. (Monthly, official.) 14 x 17 loose-leaf books, 2 in., on top of filing case. R. 460. (3,704)

477. RECORDS OF THE BETHLEHEM SHIPBUILDING CORPORATION CASE, Apr. 23, 1936 to date. Complete records of the Bethlehem Shipbuilding Corporation case. Filed chronologically. (Daily, official.) 8 x 10 bundle, 4 in., in drawer of metal filing case. R. 460. (3,699)

PART 9. THE NATIONAL RESOURCES COMMITTEE

THE NATIONAL RESOURCES COMMITTEE

BOSTON

DISTRICT OFFICE
U.S. Post Office and Court House Bldg.
Post Office Square

The National Resources Committee, established June 15, 1935, took over in a large degree the functions of the National Resources Board, which was established in 1934 and abolished upon the creation of the National Resources Committee. The National Resources Board has previously taken over the functions of the National Planning Board of the Federal Emergency Administration of Public Works, which was created in 1933 and abolished upon the creation of the National Resources Board. In June 1935 offices for district 1, comprising the New England States, were established in the United States Post Office and Court House Building. The records of its predecessors were acquired and, having been merged with the records of the National Resources Committee, they are inventoried hereunder.

The purpose of the National Resources Committee are to prepare and present to the President a program and plan of procedure dealing with the physical, social, governmental, and economic aspects of public policies for the development and use of land, water, and other national resources. In New England, the Committee's work is carried on in close cooperation with the New England Regional Planning Commission, a coordinating body composed of the New England States planning boards.

478. PUBLIC WORKS ADMINISTRATION PUBLICITY, Aug. 1933 - Feb. 1934. Copies of news releases about Public Works Administration projects. Filed alphabetically. (Rarely, official.) 9 x 12 folders, 2 ft., in drawer of metal filing case. R. 2100. (1,005)

479. GENERAL CORRESPONDENCE, Jan. 1, 1934 to date. Mostly between this office and planning boards in New England concerning improvements in roads, parks, drainage systems, and similar subjects. Filed alphabetically. (Daily, official.) 9 x 12 folders, 16 ft., in 13 drawers of metal filing cases. R. 2100. (1,009; 1,016; 1,015)

480. REPLIES TO QUESTIONNAIRES, Jan. 1 - Apr. 1, 1934. Data from town and city planning boards in New England concerning local improvements. Filed alphabetically. (Rarely, official.) 9 x 12 folders, 5 ft., in 3 drawers of metal filing case. R. 2100. (1,297)

481. ADVISORY COMMITTEE, Jan. 16, 1934 to date. List of advisory committee members showing names, addresses, and subjects on which qualified to advise. Filed alphabetically. (Daily, official.) 3 x 5 cards, 8 in., in 4 drawers of metal card cabinet. R. 2100. (987)

482. CONTACT FILES, Jan. 16, 1934 to date. Records of all persons contacted by personal call, letter, or telephone; also reason for the contact. Filed alphabetically. (Daily, official.) 3 x 5 cards, 2 ft., in 4 drawers of metal card cabinet. R. 2100. (1,196)

483. WORKING FILES OF OFFICE MANAGER, Jan. 16, 1934 to date. Records, correspondence, statistics, meeting reports, confidential reports, etc., between this office and Washington headquarters. Filed chronologically. (Daily, official.) 9 x 12 folders, 1 ft., in drawer of metal filing case. R. 2100. (1,010)

484. CORRESPONDENCE WITH WASHINGTON, Jan. 16, 1934 to date. Concerning travel orders, salary cards, blueprint contracts, requisitions, etc. Filed alphabetically. (Daily, official.) 9 x 12 folders, 1 ft. 7 in., in drawer of metal filing case. R. 2100. (1,011)

485. APPLICATIONS FOR POSITIONS, Jan. 16, 1934 to date. Also notes on personal interviews with, and correspondence concerning applicants. Filed alphabetically. (Rarely, official.) 9 x 12 folders, 10 in., in drawer of metal filing case. R. 2100. (1,017)

486. ERA RECORDS, Jan. 16, 1934 - Dec. 5, 1935. Comprising requisitions, salary rates, travel expense vouchers, and correspondence, all relating to ERA personnel which supplemented the regular personnel of the National Planning Board. Filed chronologically. (Rarely, official.) 9 x 12 folders, and 3 x 5 cards, 1 ft. 5 in., in drawer of metal filing case, and in drawer of metal card cabinet. R. 2100. (1,023)

487. WPA PERSONNEL, Jan. 16, 1934 to date. Records of WPA workers in this office showing names, titles, classifications, and wages, also reports, correspondence, and instructions. Filed alphabetically. (Frequently, official.) 9 x 12 folders, 1 ft. 6 in., in 2 drawers of metal filing case. R. 2100. (1,012)

488. TIME STUDY OF PROJECT WORKERS, Jan. 16, 1934 - Dec. 16, 1935. Records of time consumed in drawing base maps, transferring information to these maps, and of other work. Filed alphabetically. (Rarely, official.) 3 x 5 cards, 4 in., in drawer of metal card cabinet. R. 2100. (1,192)

489. SUPPLIES AND EQUIPMENT, Jan. 16, 1934 to date. Records of all supplies and equipment received from Washington headquarters. Filed alphabetically. (Daily, official.) 3 x 5 cards, 8 in., in drawer of metal card cabinet. R. 2100. (1,019)

490. CORRESPONDENCE ON EQUIPMENT, Jan. 16, 1934 to date. Concerning the price and purchase of equipment from Boston firms. Arranged alphabetically. (Rarely, official.) 9 x 12 folders, 1 ft., in drawer of metal filing case. R. 2100. (1,309)

491. RESEARCH MATERIALS, Jan. 16, 1934 to date. Reports of surveys and analyses of land, water, and other natural resources. Filed alphabetically. 3 x 5 card index, 16 ft. (Daily, official.) 9 x 15 folders, 14 ft. 5 in., in 10 drawers of metal filing cases. R. 2100. (1,328)

492. UNITED STATES GEOLOGICAL SURVEY, QUADRANGLES, NEW ENGLAND, Feb. 1, 1934 to date. Base maps showing general topography, location, and condition of transportation routes, including air lanes, in use or contemplated. Filed alphabetically. (Daily, official.) 15 x 19 maps, 1 in., in 6 drawers of wooden map cabinet. R. 2100. (1,376)

493. DETAILED MAPS OF NEW ENGLAND STATES, Feb. 1934 to date. Showing detailed information concerning natural resources and conservation of forests; also graphic information on the rise and fall of population and industry. Filed numerically. 3 x 5 card index, 1 ft. 2 in. (Daily, official.) 15 x 19 and 47 x 60 maps, 10 in., in 5 drawers of wooden map cabinet. R. 2100. (1,096)

494. PLANNING BOARD ASSISTANCE TO PUBLIC, Mar. 1934 - Apr. 1935. Records of assistance given to the public, showing information supplied and to whom it was supplied; also a list of the sources of information, such as books, newspapers, and pamphlets. Filed alphabetically. (Frequently, official.) 3 x 5 cards, 2 ft. 4 in., in 2 drawers of metal card cabinet. R. 2100. (1,018)

495. CORRESPONDENCE ON ADVISORY COMMITTEE, May 1, 1934 to date. Letters between this office and persons whose memberships have been solicited. Filed alphabetically. (Daily, official.) 9 x 12 folders, 7 in., in drawer of metal filing case. R. 2100. (1,021)

496. CORRESPONDENCE OF CONNECTICUT STATE PLANNING BOARD, Dec. 1935 to date. Correspondence of consultant to both the National Resources Committee and the Connecticut State Planning Board. Filed alphabetically. (Daily, official.) 9 x 12 envelopes, 8 in., in drawer of metal filing case. R. 2100. (1,020)

497. PRINTED PUBLICITY RELEASES, Jan. 11, 1936 to date. Records of the publication of news items released, showing dates when appearing in publications, amounts of space given items, and any references made to the National Resources Committee or its officials. Filed chronologically. (Daily, official.) $10\frac{1}{2}$ x $11\frac{1}{2}$ loose-leaf books, 2 in., on top of desk. R. 2100. (1,013)

498. COORDINATED INFORMATION, Mar. 17, 1936 to date. Concerning planning boards, advisory committee members, editors of newspapers, and others. Filed alphabetically. (Daily, official.) 3 x 5 cards, 6 in., in drawer of metal card cabinet. R. 2100. (1,007)

499. COPIES OF PUBLICITY RELEASES, Mar. 17, 1936 to date. Releases prepared in this office and sent to daily and weekly newspapers in New England. Subjects are usually general, but sometimes concern a specific topic of local interest to a certain city or town. Filed alphabetically. (Daily, official.) 9 x 12 folders, 2 in., in drawer of metal filing case. R. 2100. (1,014)

500. DRAINAGE BASIN SURVEY DATA, Apr. 1, 1936 to date. Correspondence, statistical, and other records referring to the drainage basin survey for district 1. Filed alphabetically. (Daily, official.) 9 x 12 folders, 10 in., in 2 drawers of metal filing case. R. 2100. (1,006)

501. NEWS RELEASES, Apr. 13, 1936 to date. Records of items released to the New England newspapers; other information showing which releases were printed. Filed alphabetically. (Daily, official.) 3 x 5 cards, 8 in., in drawer of metal card cabinet. R. 2100. (1,008)

502. PHOTOGRAPHS. See addenda for list of titles of various subjects. Photographic prints (50), lantern slides, uncolored (116), in drawers of metal filing cabinet. Index. 21st floor. (P-11,737)

PART 10. THE NATIONAL YOUTH ADMINISTRATION

THE NATIONAL YOUTH ADMINISTRATION

BOSTON

OFFICE OF THE STATE DIRECTOR
Park Square Bldg., 31 St. James Ave.

This office was opened in September 1935 in its present location to conduct the program of the National Youth Administration in Massachusetts. The NYA has two major programs: first, work projects for high school, college and graduate students; second, work projects for out-of-school youths. The State director and staff coordinate and supervise NYA activities throughout the six Massachusetts NYA districts. Modern filing facilities assure preservation of the records in excellent order. Periodical reports are submitted to the National Youth Administration, Washington, D.C.

503. STUDENT AID PROJECTS TIME REPORTS, Sept. 8, 1935 to date. NYA Form 3, time reports from project heads or principals, showing project numbers, names of workers, number of hours worked, amount of wages per hour, total; copies sent to pay roll and student aid office. Arranged numerically. (Weekly, official.) 14 x 18 loose-leaf books, 3 ft. 2 in., on top of table. R. 201. (10,335)

504. STUDENT AID CORRESPONDENCE, Sept. 10, 1935 to date. Affidavits, applications of eligible and ineligible persons, unsigned and improperly written statements, quota allowances, inquiries, and requests. Filed by subject. (Daily, official.) 9 x 12 folders, 6 ft. 10 in., in 4 drawers of metal filing case. R. 201. (10,081)

505. STUDENT AID APPLICATIONS, Sept. 10, 1935 to date. Showing names, addresses, sex, ages of applicants; names of schools. Filed alphabetically. (Daily, official.) 9 x 12 folders, 1 ft. 2 in., in drawer of metal filing case. R. 201. (10,073)

506. AFFIDAVITS OF PRINCIPALS, Sept. 10, 1935 to date. Of schools as to need of student applicants for aid, showing district numbers, names of principals, names of schools, number of needy students. Filed chronologically. (Daily, official.) 9 x 12 folders, 1 ft. 4 in., in drawer of metal filing case. R. 201. (10,069)

507. RECORDS OF PUPILS, Sept. 10, 1935 to date. Aid granted high school students: names, addresses, sex, dates of birth, names of schools, dates, amounts of aid approved. Filed alphabetically. (Daily, official.) 3 x 5 cards, 14 ft. 4 in., in 17 pasteboard boxes. R. 201. (10,064)

508. INELIGIBLE STUDENTS, Sept. 10, 1935 to date. Records showing names, addresses, dates of rulings, names of schools. Filed alphabetically. (Daily, official.) 3 x 5 cards, 8 in., in wooden card cabinet. R. 201. (10,337)

509. TIME REPORTS, Sept. 10, 1935 to date. Of students; also advice on errors to be corrected in future reports. Filed chronologically. (Daily, official.) 9 x 12 folders, 1 ft. 4 in., in drawer of metal filing case. R. 201. (10,075)

510. FINANCIAL RECORDS, Sept. 15, 1935 to date. Expenditures for school aid, administration, and projects. Filed chronologically. (Daily, official.) 9 x 12 folders, 2 in., in drawer of wooden filing case. R. 209. (10,324)

511. FUND ALLOTMENTS, Sept. 15, 1935 to date. To projects and schools for labor and materials. Arranged chronologically. (Daily, official.) 10 x 12 loose-leaf books, 3 in., on desk. R. 209. (10,334)

512. GENERAL CORRESPONDENCE, Sept. 15, 1935 to date. With Washington headquarters regarding appointments, junior councils, committee meetings, student training, student aid, and general office administration. Filed alphabetically. (Daily, official.) 9 x 12 folders, 1 ft. 10 in., in drawer of metal filing case. R. 210. (10,343)

513. APPLICATIONS FOR EMPLOYMENT, Sept. 15, 1935 to date. Showing names, addresses, ages, sex, education, and accomplishments of applicants. Filed alphabetically. (Daily, official.) 9 x 12 folders, 2 ft., in drawer of metal filing case. R. 210. (10,341)

514. OATHS OF OFFICE, Sept. 15, 1935 to date. Demanded by NYA rules of principals, superintendents, and others who sign time reports and other official forms. Filed alphabetically. (Daily, official.) 9 x 12 folders, 2 in., in drawer of metal filing case. R. 201. (10,076)

515. MATERIALS PURCHASED AND RECEIVED, Sept. 15, 1935 - July 1, 1936. NYA Forms A5, A6, and A7, records of supplies and equipment purchased for use in NYA offices. Filed chronologically. (Daily, official.) 9 x 12 folders, 1 ft. 1 in., in drawer of metal filing case. R. 210. (10,085)

516. RECORDS OF SUPPLIES, Sept. 15, 1935 to date. Sent to schools showing district numbers, names of schools, number of bulletins sent. Filed alphabetically. (Daily, official.) 5 x 8 cards, 1 ft. 4 in., in 2 pasteboard boxes. R. 201. (10,066)

517. TELEGRAMS, Sept. 20, 1935 to date. Instructions necessitating immediate changes in policy, personnel, and operations. Filed chronologically. (Daily, official.) 9 x 12 folders, 2 in., in drawer of metal filing case. R. 210. (10,330)

518. ADMINISTRATIVE BUDGET, Oct. 1, 1935 to date. Record showing name, salary of employee, date of appointment, title of position. Filed chronologically. (Daily, official.) 9 x 12 folders, 1 in., in drawer of wooden desk. R. 209. (10,331)

519. RECORD OF REPORTS SENT TO WASHINGTON, Oct. 1, 1935 to date. Reports on progress and expenditures (duplicates). Filed chronologically. (Daily, official.) 9 x 12 folders, 1 in., in drawer of wooden desk. R. 209. (10,332)

520. CORRESPONDENCE, Dec. 1, 1935 to date. With Washington headquarters regarding approval of and information on projects. Filed chronologically. (Daily, official.) 9 x 12 folders, 3 ft., in drawer of metal filing case. R. 210. (10,322)

521. CORRESPONDENCE WITH DISTRICTS, Dec. 1, 1935 to date. Regarding routine work, instructions for changes, new work, and completion of work already begun. Filed numerically. (Daily, official.) 9 x 12 folders, 1 ft., in drawer of metal filing case. R. 210. (10,327)

522. CORRESPONDENCE REGARDING NRS, Dec. 1, 1935 to date. With offices of National Reemployment Service and United States Employment Service relating to employment of NYA enrollees for part time work. Filed chronologically. (Daily, official.) 9 x 12 folders, 3 in., in drawer of metal filing case. R. 210. (10,325)

523. CORRESPONDENCE WITH PRIVATE INDUSTRIES, Jan. 1, 1936 to date. Regarding individuals placed by this office showing names, addresses, occupations, and qualifications of employees. Filed alphabetically. (Daily, official.) 9 x 12 folders, 10 in., in drawer of metal filing case. R. 210. (10,326)

524. OLD PROJECT ALLOTMENTS, Jan. 1, 1936 to date. Reports on allotments granted showing names of projects, names and addresses of persons in charge. Filed alphabetically. (Daily, official.) 9 x 12 folders, 2 ft., in drawer of metal filing case. R. 210. (10,086)

525. PROJECT DATA, Jan. 1, 1936 to date. Information and instructions for those in charge of projects with related correspondence. Filed alphabetically. (Daily, official.) 9 x 12 folders, 1 ft. 1 in., in drawer of metal filing case. R. 210. (10,340)

526. NONRELIEF LETTERS, Jan. 2, 1936 to date. Signed by State director authorizing employment of nonrelief workers on NYA. Filed chronologically. (Daily, official.) 9 x 12 folders, 6 in., in drawer of metal filing case. R. 210. (10,329)

527. APPRENTICESHIP TO INDUSTRY, Feb. 1, 1936 to date. Correspondence with industrial firms regarding placement of NYA workers as apprentices in carpentry, plumbing, and other trades. Filed chronologically. (Daily, official.) 9 x 12 folders, 10 in., in drawer of metal filing case. R. 210. (10,068)

528. CONFIDENTIAL FILE, Sept. 10, 1936 to date. Correspondence, reports, and records of State director; also personnel and administrative control data. Filed alphabetically. (Daily, confidential.) 9 x 12 folders, 2 ft., in drawer of wooden filing case. R. 209. (10,339)

529. RECORDS OF COLLEGE STUDENTS, Sept. 10, 1936 to date. Aid granted college students: names and addresses of students, amounts of aid approved, and names of colleges. Filed alphabetically. (Daily, official.) 3 x 5 cards, 5 ft. 10 in., in 7 pasteboard boxes. R. 201. (10,336)

530. DISTRICT FILE, Sept. 10, 1936 to date. Reports from district offices (duplicates); correspondence regarding difficulties in field; reports on conditions of aid, personnel, and administration. Filed by subject. (Daily, official.) 9 x 12 folders, 6 in., in drawer of wooden filing case. R. 209. (10,323)

531. SCHOOLS RECEIVING NYA AID FOR STUDENTS, Sept. 10, 1936 to date. Record of grammar, trade, academic, and parochial schools receiving aid: quota, amount of allotment used monthly, sex, color, and total number of students employed. Arranged alphabetically. (Daily, official.) 10 x 12 loose-leaf books, 2 in., on desk. R. 201. (10,321)

532. SCHOOL STUDENT FILE, Sept. 10, 1936 to date. Records of schools in which students are receiving aid showing names of superintendents or principals; dates schools were approved, number and names of students, dates, and amounts approved. Filed alphabetically. (Daily, official.) 5 x 8 cards, 10 in., in pasteboard box. R. 201. (10,065)

533. NEGRO STUDENT FILE, Sept. 15, 1936 to date. Aid granted negro students: names, addresses, names of schools, dates of eligibility, amounts of aid approved. Filed alphabetically. (Daily, official.) 3 x 5 cards, 4 in., in pasteboard box. R. 201. (10,159)

534. RECORDS OF DISTRIBUTION OF ALLOTMENTS, Sept. 15, 1936 to date. Showing district numbers, amounts of allotments, names of schools, dates of working periods, total number of students, sex of students, number of hours worked, total pay rolls. Filed alphabetically. (Daily, official.) 5 x 8 cards, 1 ft., in pasteboard box. R. 201. (10,079)

535. MEMORANDUM OF PAY ROLLS, Sept. 15, 1936 to date. NYA Forms 4C, information of project pay rolls showing district numbers, names of schools, dates of work periods, names and sex of students, number of hours worked, amounts paid. Arranged numerically. (Weekly, official.) 11 x 18 loose-leaf books, 1 ft. 1 in., on top of table. R. 201. (10,338)

536. EXPENDITURE REPORTS, Sept. 19, 1936 to date. For school aid showing names of projects, schools, number of workers employed, and amounts expended. Filed chronologically. (Daily, official.) 9 x 12 folders, 3 in., in drawer of wooden filing case. R. 209. (10,333)

537. TRAVEL DATA, Oct. 1, 1936 to date. NYA Form 2, travel reports showing authorization number, date, issuing office, name and address, official station of person, mileage, rate, amount per diem, means of conveyance, points of departure and destination, time trip started and ended. Filed chronologically. (Daily, official.) 9 x 12 folders, 1 ft. 2 in., in drawer of metal filing case. R. 210. (10,087)

538. REPORTS OF GIRLS CAMPS, Nov. 10, 1936 to date. In Rhode Island to which Massachusetts girls are sent; also requisitions for assignments, and salaries of workers. Filed alphabetically. (Daily, official.) 9 x 12 folders, 3 in., in drawer of wooden filing case. R. 209. (10,328)

539. RECREATION LEADERSHIP TRAINING, Dec. 1, 1936 to date. Correspondence of State director with applicants regarding training for positions as recreation leaders. Filed chronologically. (Daily, official.) 9 x 12 folders, 4 in., in drawer of metal filing case. R. 210. (10,342)

OFFICE OF THE DISTRICT SUPERVISOR
Nordblom Bldg., 14-18 Oliver St.

This office was established January 1, 1936, in the Nordblom Building, 14-18 Oliver Street to facilitate the supervision of National Youth Administration activities in Suffolk, Norfolk, and Middlesex Counties. Its records are in good condition despite crowded quarters. Periodical reports are sent to the State director.

540. GENERAL FILE, Jan. 1, 1936 to date. Records and correspondence pertaining to employment of workers on projects; also applications and authorizations for same. Filed alphabetically. (Daily, official.) 9 x 12 folders, 1 ft. 4 in., in drawer of metal filing case. Rear room, 1st floor. (10,150)

541. REQUISITIONS FOR WORKERS, Jan. 1, 1936 to date. WPA Form 401, requisitions for workers showing occupations, titles, wages, classifications, identification numbers, sex, special requirements of workers, dates, places to report. Filed numerically. (Daily, official.) 9 x 12 folders, 1 ft., in drawer of metal filing case. Rear room, 1st floor. (10,151)

542. FULL TIME WORKERS, Jan. 1, 1936 to date. Records showing names, addresses, identification numbers of employees, project numbers. Filed alphabetically. (Daily, official.) 3 x 5 cards, 4 in., in drawer of metal filing case. Rear room, 1st floor. (10,133)

543. ACTIVE FILE, Jan. 1, 1936 to date. Record of workers employed on projects showing names, addresses, identification numbers, case numbers of employees, dates assigned, project numbers. Filed alphabetically. (Daily, official.) 3 x 5 cards, 3 ft., in drawer of metal filing case. Rear room, 1st floor. (10,142)

544. NONRELIEF WORKERS, Jan. 1, 1936 to date. Records showing names, addresses, identification numbers of workers, project numbers, dates assigned, classifications, wage rates. Filed alphabetically. (Occasionally, official.) 3 x 5 cards, 4 in., in drawer of metal filing case. Rear room, 1st floor. (10,136)

545. INACTIVE FILE, Jan. 1, 1936 to date. Records of former NYA workers, resigned or dismissed showing names and addresses of workers, and project numbers. Filed alphabetically. (Daily, official.) 3 x 5 cards, 1 ft. 6 in., in drawer of metal filing case. Rear room, 1st floor. (10,146)

546. PROJECT ALLOTMENT REQUESTS, ESTIMATES OF PROJECT DETAILS, Jan. 1, 1936 to date. NYA Form 5, requests for project allotment showing amounts sought, locations of projects, description, estimated costs, analysis of labor; NYA Form 701, detailed account of costs of labor and materials. Filed alphabetically. (Daily, official.) 9 x 12 folders, 2 ft., in drawer of metal filing case. Rear room, 1st floor. (10,143)

547. PROJECT FILE, Jan. 1, 1936 to date. Data on projects operating under supervision of this office; NYA Form 401 (duplicates); correspondence with supervisors. Filed alphabetically. (Daily, official.) 9 x 12 folders, 3 ft. 6 in., in 2 drawers of metal filing case. Basement. (10,140)

548. WEEKLY PROJECT REPORTS, Jan. 1, 1936 to date. Showing number of project; number, race, classification, relief status of workers. Filed numerically. (Daily, official.) 9 x 12 folders, 3 in., in drawer of metal filing case. Rear room, 1st floor. (10,135)

549. STATE HEADQUARTERS GENERAL INFORMATION, July 1, 1936 to date. Copies of letters sent to State headquarters concerning questions of employment and procedure. Filed alphabetically. (Daily, official.) 9 x 12 folders, 2 ft., in 2 drawers of metal filing case. Rear room, 1st floor. (10,138)

550. LIST OF CERTIFICATIONS, Sept. 1, 1936 to date. Records of NYA workers certified by the social service of WPA showing names, addresses, case numbers of workers, number in family, names of eligible members. Filed alphabetically. (Rarely, official.) 3 x 5 cards, 10 ft., in 5 drawers of metal filing cases. Rear room, 1st floor. (10,145)

551. ACTIVITY REPORTS, Dec. 12, 1936 to date. Weekly progress reports of projects showing total number and occupations of workers; locations of projects. Filed chronologically. (Daily, official.) 9 x 12 folders, 4 in., in drawer of metal filing case. Rear room, 1st floor. (10,144)

OFFICE OF THE DISTRICT SUPERVISOR
Nottingham Bldg., 25 Huntington Avenue

552. GENERAL CORRESPONDENCE, Sept. 6, 1935 to June 20, 1936. With supervisors in district offices concerning personnel, project operation, releases, assignments, and internal memoranda. Filed alphabetically. (Daily, official.) 9 x 12 folders, 5 in., in drawer of wooden filing case. R. 305. (12,049)

553. NOTICE OF TERMINATION OF EMPLOYMENT, Jan. 1, 1936 to date. WPA Form 403, showing name and address, identification number, case number, date, title, date effective, project number, and reason for termination. Filed alphabetically. (Daily, official.) 3 x 5 loose sheets, 2 in., in desk drawer. R. 305. (12,048)

554. INACTIVE EMPLOYMENT CARDS, Jan. 1, 1936 to date. Records of workers released showing names, addresses, identification numbers, titles, pay rates, dates of releases and reasons for same. Filed alphabetically. (Daily, official.) 5 x 8 cards, 5 in., in pasteboard box. R. 305. (12,052)

555. GENERAL CORRESPONDENCE, Jan. 10, 1936 to date. From district offices and State headquarters concerning operation of project, changes in personnel, pay roll, and instructions. Filed alphabetically. (Daily, official.) 9 x 12 folders, 3 in., in drawer of wooden filing case. R. 305. (12,045)

556. OUTGOING CORRESPONDENCE, Jan. 10, 1936 to date. To workers regarding assignments, working hours, place and time of reporting. Filed alphabetically. (Daily, official.) 9 x 12 folders, 2 in., in drawer of wooden filing case. R. 305. (12,046)

557. TIME REPORTS, Apr. 11, 1936 to date. Form 502, pay roll sheets, showing agencies, projects, sponsors, periods, names and addresses of employees, identification numbers, occupations, hours worked, rate earnings. Filed chronologically. (Daily, official.) 18 x 30 loose sheets, 1 in., on desk. R. 305. (12,047)

558. CERTIFICATE OF ATTENDANCE, Feb. 1, 1937 to date. Form 21 R.I., showing date, name, time in and out, hours worked, and leave. Filed chronologically. (Daily, official.) 16 x 22 loose-leaf books, 5 in., on desk. R. 305. (12,050)

FALL RIVER

OFFICE OF THE DISTRICT SUPERVISOR
Weetamoe Mill, 1290 Davol St.

This office was established November 15, 1935 at the Weetamoe Mill to facilitate the supervision of National Youth Administration activities in Plymouth, Bristol, Barnstable, Dukes, and Nantucket Counties. Its records are in good condition and periodical reports are sent to the State director.

559. MISCELLANEOUS CORRESPONDENCE, Nov. 15, 1935 to date. Concerning office activities. Filed alphabetically. (Daily, official.) 9 x 12 folders, 4 ft., in 2 drawers of metal filing case. W. room, 1st floor. (1,088)

560. RECORDS OF EMPLOYEES AND APPLICANTS, Dec. 1, 1935 to date. Personnel records and data on applicants for work showing names of employees or applicants, eligibility status, names of projects employing workers, reason for ineligibilities if denied employment. Filed alphabetically. 3 x 5 card index, 10 in. (Daily, official.) 9 x 12 folders, 2 in., in drawer of metal filing case. W. room, 1st floor. (1,087)

561. MISCELLANEOUS REPORTS, Dec. 1, 1935 to date. Records and reports of NYA activities in district showing requisitions for workers, reports of project supervisors, travel data, principals' affidavits, time reports, records of materials and supplies purchased. Filed alphabetically. (Daily, official.) 9 x 12 folders, 6 in., in 3 wooden boxes. W. room, 1st floor. (1,089)

SALEM

OFFICE OF THE DISTRICT SUPERVISOR
Peabody Bldg., Washington St.

This office was opened December 12, 1935 to facilitate the supervision of National Youth Administration activities in Essex County. Its records are maintained in good condition in metal filing cases. Periodical reports are sent to the State director.

562. MISCELLANEOUS CORRESPONDENCE, Dec. 12, 1935 to date. With State office, employees on projects, and supervisors. Filed chronologically. (Daily, official.) 10½ x 12 folders, 2 ft. 9 in., in drawer of metal filing case. NYA Office, 3rd floor. (641)

563. TRAVEL EXPENSES INCURRED, Dec. 12, 1935 to date. By district supervisor. Filed chronologically. (Monthly, official.) 10½ x 12 folders, 5 in., in drawer of metal filing case. NYA Office, 3rd floor. (643)

564. APPLICATIONS FOR WORK, LIST OF ELIGIBLES, Dec. 12, 1935 to date. Form 251, applications for employment on projects; also lists of individuals certified by the social service of WPA. Filed chronologically. (Daily, official.) 10½ x 12 folders, 2 ft. 8 in., in drawer of metal filing case. NYA Office, 3rd floor. (644)

565. REQUISITIONS FOR APPROVAL OF PROJECTS, Dec. 12, 1935 to date. NYA Form 5, WPA Forms 401, 701, A7, and A8, requisitions for approval of proposed projects; also lists of approved projects. Filed chronologically. (Monthly, official.) 10½ x 12 folders, 8 in., in drawer of metal filing case. NYA Office, 3rd floor. (642)

566. POST REPORTS, Dec. 12, 1935 to date. Correspondence with projects operating in Essex County. Filed chronologically. (Occasionally, official.) 10½ x 12 folders, 1 ft. 6 in., in drawer of metal filing case. NYA Office, 3rd floor. (645)

567. DISCONTINUED PROJECTS, May 9, 1936 to date. NYA-Form 5, WPA Forms 701, and 401, requests for project allotments, and requisitions for workers showing numbers, locations, and descriptions of projects; numbers, occupations, and classifications of workers. Filed chronologically. (Occasionally, official.) 10½ x 11 folders, 2 ft., in drawer of metal filing case. NYA Office, 3rd floor. (646)

SPRINGFIELD

OFFICE OF THE DISTRICT SUPERVISOR
Federal Bldg., Lyman and Dwight Sts.

This office was established November 15, 1935 at 359 State Street to facilitate the supervision of National Youth Administration activities in the western counties of Massachusetts. Late in the following year it moved to its present location in the Federal Building. Its records are in good condition. Periodical reports are sent to the State director.

568. PROJECT RECORDS, Nov. 15, 1935 to date. NYA Forms A-6, A-8, and 5, information on projects operating in this district: names, numbers, locations of projects, number of workers employed. Filed alphabetically. (Daily, official.) 9 x 12 folders, 3 ft., in 2 drawers of metal filing case. R. 412. (1,289)

569. CORRESPONDENCE, Nov. 15, 1935 to date. General correspondence pertaining to office activities. Filed alphabetically. (Daily, official.) 9 x 12 envelopes, 3 ft., in 2 drawers of metal filing case. R. 412. (1,288)

WORCESTER

OFFICE OF THE DISTRICT SUPERVISOR
Estabrook and Ewell Bldg.
41 Jackson St.

This office was established December 1935 at 41 Jackson Street to facilitate the supervision of National Youth Administration activities in Worcester County. Its records are in good condition. Periodical reports are sent to the State director.

570. MISCELLANEOUS RECORDS, Dec. 1935 to date. Requisitions for workers on NYA projects, project supervisors' reports, newspaper clippings, letters of recommendation from boards of public welfare, also miscellaneous correspondence. Filed alphabetically. (Daily, official.) 9 x 12 folders, 1 ft. 9 in., in drawer of metal filing case. SW. corner room, 2d floor. (496)

571. LISTS OF NYA EMPLOYEES, Dec. 1935 to date. Record of NYA workers in Worcester County: name, eligibility status of worker, name of project; also applications for employment, and lists of closed projects. Filed alphabetically. 3 x 5 card index, 1 ft. 3 in. (Daily, official.) 9 x 12 folders, 1 ft. 11 in., in drawer of metal filing case. SW. corner room, 2d floor. (497)

PART 11. THE RECONSTRUCTION FINANCE CORPORATION

THE RECONSTRUCTION FINANCE CORPORATION

BOSTON

LOAN AGENCY
Insurance Exchange Bldg.
40 Broad St.

The Boston regional office of the Reconstruction Finance Corporation was established on January 22, 1932, and has occupied rooms in the Insurance Exchange Building since that date. The office is in charge of a manager and assisting him are an assistant manager, two appraisers, and examiners.

The jurisdiction of this office extends over the six New England states with the exception of Fairfield County, Connecticut. Its employees gather and analyze data required by the Corporation before it extends credit or makes purchases. Through this agency loans are made to banks, trust companies, mortgage loan companies, credit unions, railroads, insurance companies, and industrial and commercial businesses. Purchases of participation are made in industrial, commercial, agricultural, and fishing enterprises. Loans are made on the security of real estate and office buildings by the Reconstruction Finance Corporation Mortgage Company, a subsidiary corporation. The RFC Mortgage Company, Federal National Mortgage Association, and the Disaster Loan Corporation are operated by this Corporation.

Under the terms of President Roosevelt's reorganization plan, which became effective July 1, 1939, the RFC became a part of the Federal Loan Agency.

The records of the office, of which none have been lost or destroyed, are well kept in metal filing cabinets. Nearly all of the records are made in triplicate, one copy is sent to RFC in Washington, one to the Federal Reserve Bank of Boston, and the third is retained for reference.

572. CORRESPONDENCE AND PERSONNEL FILE, Jan. 22, 1932 to date. Correspondence to and from the loan agency manager concerning employment of personnel and operation of the agency; also cost of operation reports, time control records, etc. Filed alphabetically. (Daily, official.) 8½ x 11 folders, 7 ft. 3 in., in 3 drawers of metal filing case. R. 420. (8,892)

573. APPLICATION AND CORRESPONDENCE FILE, Jan. 22, 1932 to date. Letters from applicants for loans, investigation reports, financial reports from many sources substantiating the applicants necessity for such loans, etc. Filed alphabetically. (Daily, official.) 9 x 15 folders, 590 ft., in 295 drawers of metal filing cases. R. 420. (8,894)

574. ABEYANCE FILE, Jan. 22, 1936 to date. Letters of application for loans, preliminary report forms on loans, etc., awaiting analysis and decision by agency staff. Filed alphabetically. (Daily, official.) 9 x 15 folders, 5 ft., in 3 drawers of metal filing case. R. 420. (8,893)

575. EXTRACT FILE OF ACCOUNTS, Jan. 22, 1936 to date. Brief description and record of each loan made compiled from application and correspondence file and used for quick reference. Filed alphabetically. (Daily, official.) $8\frac{1}{2}$ x 11 folders, 6 ft. 6 in., in 3 drawers of metal filing case. R. 420. (8,891)

PART 12. SECURITIES AND EXCHANGE COMMISSION

THE SECURITIES AND EXCHANGE COMMISSION

BOSTON

OFFICE OF THE REGIONAL ADMINISTRATOR
Shawmut Bank Bldg., 82 Devonshire St.

This regional office was established July 1, 1935. The purpose of the Commission is to enforce the Securities Act of 1933, the Securities and Exchange Act of 1934, and the Public Holding Company Act of 1935 in the New England states. The Commission regulates transactions on stock exchanges, including those of unlisted securities. It provides investors with information about securities so that they can form a proper opinion of their value, to protect them against fraud, and to see that unmanipulated markets are maintained. The Public Utility Act is administered by the Commission, with the cooperation of the Federal Power Commission. It has control over public utility holding companies.

The records have been carefully taken care of and none have been lost or destroyed since its organization. Weekly reports are sent to Washington headquarters.

576. CORRESPONDENCE, July 1, 1935 to date. Pertaining to activities of this office. Filed chronologically. (Daily, official.) 9 x 12 folders, 6 ft. 10 in., in 4 drawers of metal filing case. Rs. 426 to 430. (8,943)

577. DAILY REPORTS, July 1, 1935 to date. From field workers concerning investigations carried on by this office. Filed chronologically. (Daily, official.) 9 x 12 folders, 10 ft. 10 in., in 7 drawers of metal filing cases. Rs. 426 to 430. (8,973)

PART 13. THE UNITED STATES CIVIL SERVICE COMMISSION

THE UNITED STATES CIVIL SERVICE COMMISSION

BOSTON

OFFICE OF THE DISTRICT MANAGER
U.S. Post Office and Court House Bldg.
Post Office Square

This office was established in 1897 to coordinate, direct, and supervise the work of local examining boards within a radius of about 25 miles. In 1904, the district system was adopted and Boston became headquarters for district 1. First located in the old Post Office Building, the district office was moved to the Custom House in 1916. In 1933, offices were taken in the U.S. Post Office and Court House Building. This office announces examinations, receives and rates applications, maintains registers of eligible persons, conducts investigations of applicants, and certifies eligible persons when vacancies occur. Its jurisdiction extends over all the New England states, and includes the branch offices at Lowell and New Bedford. Although this office was not established until 1897, records were found bearing the date January 18, 1883. These records accrued under the local board created by the Civil Service Act of January 16, 1883. The records in the custody of the district manager are in good condition and are accessible.

578. CERTIFICATION OF EMPLOYMENT, Jan. 1, 1883 to date. Form 1844B, names of persons eligible for appointment to any position except post office clerk or carrier. Filed numerically. (Daily, official.) 8 x 10½ vols. and 9 x 12 folders, 16 ft., in 10 drawers of metal filing cases. Rs. 1012; 1018; 1022. (2,277)

579. PERMANENT CIVIL SERVICE EXAMINATION FILES, Jan. 18, 1883 to date. Correspondence and data on Civil Service examinations. Filed alphabetically. (Daily, official.) 9 x 12 folders, 36 ft., in 4 drawers of wooden filing case and in 14 drawers of metal filing cases. R. 1034. (2,087)

580. EXAMINATIONS, Jan. 18, 1883 to date. Forms 6, 8, 12, 13, 14, 375, 1093, 1642, and 2374, records of individuals examined for Civil Service positions. Filed numerically. (Daily, official.) 8½ x 14 folders, 406 ft. 9 in., in 133 drawers of metal filing cases and on 36 metal shelves. Rs. 1004-1010. (2,093)

581. GENERAL FILES, Jan. 1, 1904 to date. General correspondence. Filed alphabetically. (Older records, rarely; current records, daily, official.) 9 x 12 folders, 96 ft., in 17 drawers of metal filing cases and in 26 drawers of wooden filing cases. Rs. 1030; 1022. (2,218)

582. PERMANENT GENERAL CORRESPONDENCE FILES, Jan. 1, 1904 to date. Covering office work. Filed alphabetically. (Daily, official.) 9 x 12 folders, 28 ft. 10 in., in 4 drawers of wooden filing case and in 13 drawers of metal filing cases. R. 1034. (2,412)

583. PERSONNEL OF LOCAL BOARDS, Jan. 1, 1904 to date. Form 2462, names of individuals comprising local Civil Service boards in New England. Filed geographically by states and alphabetically by cities. (Daily, official.) 9 x 12 folders, 9 ft. 7 in., in 10 drawers of metal filing cases. R. 1036. (2,305)

584. COMPLETE NAME FILE, Jan. 1, 1904 to date. Record of persons applying for or taking examinations showing name and address of applicant, date, place, and result of examination. Filed alphabetically. (Daily, official.) 3 x 5 cards, 390 ft., in 257 drawers of metal card cabinets, in 14 drawers of wooden card cabinets, and in 14 paper cabinets. R. 1026. (2,229)

585. REGISTERS OF APPOINTED AND ELIGIBLE CIVILIANS, Jan. 1, 1904 to date. Form 107, records of names, locations, ratings of Civil Service employees in New England; also, lists of persons eligible for appointments in places other than Boston Postal Service. Filed alphabetically. (Occasionally, official.) 9 x 12 folders, 8 ft., in 4 drawers of wooden filing case. R. 1030. (2,255)

586. BOSTON POST OFFICE REGISTER, Jan. 1, 1904 - Dec. 31, 1915. Form 107, showing names of individuals, eligible for appointment to Boston Postal Service. Filed chronologically. (Semimonthly, official.) 9 x 12 folders, 2 ft., in drawer of wooden filing case. R. 1012. (2,279)

587. TEMPORARY APPOINTMENTS TERMINATED, Jan. 1, 1909 to date. Form 1609, records of temporary appointments, the terms of which have expired. Filed alphabetically. (Monthly, official.) 3 x 5 cards, 41 ft., in 16 drawers of metal card cabinets. R. 1022. (2,225)

588. EXPIRED REGISTER CARDS, Jan. 1, 1910 - Dec. 31, 1933. Form 1840, record of persons whose eligibility status has expired. Filed alphabetically. (Daily, official.) 4 x 6 cards, 80 ft. 10 in., in 13 double row and 50 single row drawers of metal card cabinets. R. 1022. (2,171)

589. REPORTS ON CHANGES IN PERSONNEL, Jan. 1, 1924 to date. Form 107, reports of changes in personnel of governmental agencies operating under Civil Service regulations. Filed chronologically. (Daily, official.) 9 x 12 folders, 12 ft., in 6 drawers of wooden filing cases. R. 1030. (2,224)

590. INDIVIDUALS BARRED BY INVESTIGATIONS, June 1, 1924 to date. Reports on individuals excluded from Civil Service positions. Filed alphabetically. (Daily, official.) 9 x 12 folders, 30 ft. 7 in., in 25 drawers of metal filing cases. R. 1026. (2,221)

591. POSTMASTER INVESTIGATIONS, June 1, 1924 to date. Of applicants for positions as postmasters in New England towns. Filed geographically. (Daily, official.) 9 x 12 folders, 5 ft. 4 in., in 7 drawers of metal filing cases. R. 1026. (2,219)

592. APPOINTMENTS, June 1, 1926 - Dec. 31, 1930. Correspondence and records concerning men appointed to positions at Veterans' Administration Facility, Bedford, Mass. Filed alphabetically. (Monthly, official.) 9 x 12 folders, 5 ft. 6 in., in 3 drawers of metal filing case. R. 1012. (2,034)

593. TEMPORARY APPOINTEES, June 14, 1928 to date. Form 1531 showing names, locations, ratings of clerks and carriers appointed to temporary positions in Postal Service. Filed geographically and alphabetically. (Daily, official.) 9 x 12 folders, 2 ft., in drawer of wooden filing case. R. 1030. (2,167)

594. MONTHLY REPORTS, June 30, 1929 to date. Form 2699, reports of field examiners on personal interviews and character investigations of applicants for Civil Service positions. Filed chronologically. (Monthly, official.) 9 x 12 folders, 2 in., in drawer of metal filing case. R. 1034. (2,379)

595. APPEAL CASES, June 15, 1930 to date. Correspondence on appeals of applicants rejected for failure to meet physical or moral requirements. Filed alphabetically. (Daily, official.) 9 x 12 folders, 8 in., in drawer of metal filing case. R. 1026. (2,236)

596. NOTIFICATION CARDS, Jan. 1, 1932 to date. Form 376 listing names of applicants for positions to be notified of examinations which have not been announced. Filed alphabetically. (Daily, official.) 3 x 5 cards, 1 ft. 2 in., in 11 drawers of wooden filing cases. R. 1040. (2,515)

597. CLERK AND CARRIER REGISTERS, June 1, 1933 to date. Forms 107 and 107a, names and addresses of appointees and those eligible for appointment in Postal Service. Filed geographically and alphabetically. (Daily, official.) 9 x 12 folders and loose-leaf books, 6 ft. 6 in., in 4 drawers of wooden filing case. R. 1030. (2,168)

598. STENOGRAPHER AND TYPIST RECORDS, Oct. 1, 1933 to date. Form 1510, showing names and ratings of individuals who have taken stenographic and typist examinations. Filed alphabetically. (Daily, official.) 3 x 5 cards, 4 in., in drawer of wooden card cabinet. R. 1022. (2,306)

599. ACTIVE LOCAL BOARD LIST OF TEMPORARY APPOINTMENTS, Feb. 1, 1935 to date. Form 1609, records of temporary appointments by local Civil Service boards to positions in Watertown Arsenal, Watertown, Mass.; U.S. Engineer Service, Eastport, Maine; Naval Torpedo Station, Newport, R.I.; Springfield Armory, Springfield, Mass. Filed alphabetically. (Daily, official.) 3 x 5 cards, 4½ in., in drawer of wooden card cabinet on top of table. R. 1022. (2,202)

600. PENDING FILE, June 1, 1935 to date. Correspondence and data on subjects requiring further information. Filed alphabetically. (Daily, official.) 9 x 12 folders, 2 ft., in drawer of metal filing case. R. 1034. (2,513)

601. ACTIVE TEMPORARY APPOINTMENTS, July 1, 1935 to date. Form 1609, showing records of names, addresses, locations, ratings of temporary Civil Service employees in New England except postal clerks and carriers. Filed geographically and alphabetically. (Daily, official.) 3 x 5 cards, 10 in., in 2 drawers of wooden card cabinet on desk. R. 1022. (2,169)

602. INVESTIGATION CARDS, Sept. 1, 1935 to date. Names of applicants who passed examinations and are being investigated to establish character qualifications. Filed alphabetically. (Daily, official.) 4 x 6 cards, 5 in., in drawer of wooden card cabinet. R. 1036. (2,304)

603. DAILY REPORTS, Sept. 5, 1935 to date. Form 2799, field examiners' reports, showing number of witnesses examined, personal interviews, fingerprints taken; description of special hearings attended. Filed alphabetically and chronologically. (Daily, official.) 9 x 12 folders, 4 in., in drawer of metal filing case. R. 1034. (2,165)

604. EXPENSES, Jan. 1, 1936 to date. Form 2882, requisitions for reimbursement of expenses incurred by employees in traveling and for rating examination papers. Filed chronologically. (Daily, official.) 9 x 12 folders, 2 in., in drawer of metal filing case. R. 1034. (2,614)

605. DAILY TIME RECORDS, Mar. 1, 1936 to date. Form A 20, showing names of personnel, number of hours worked, absent, and overtime. Filed chronologically. (Daily, official.) 9 x 12 folders, 1 in., in drawer of metal filing case. R. 1034. (2,413)

606. ORAL EXAMINATIONS, Mar. 1, 1936 to date. Transcripts of oral examinations of applicants for Civil Service positions. Filed alphabetically. (Daily, official.) 9 x 12 folders, 6 in., in drawer of metal filing case. R. 1026. (2,220)

607. CERTIFICATES TO NOMINATING OFFICERS, Mar. 19, 1936 to date. Form 1844, certificates issued to nominating officers naming individuals eligible for temporary and probational appointments (duplicates.) Arranged numerically. (Daily, official.) 9 x 14½ loose-leaf wooden backed holders, 1 in., on top of desk. R. 1022. (2,170)

608. PENDING FILE, May 1, 1936 to date. Letters on all personal cases and frauds; inquiries from applicants, letters to Commission concerning frauds, veterans' preference cases, physical disabilities of applicants. Filed alphabetically. (Daily, official.) 9 x 12 folders, 1 ft., in drawer of metal filing case. R. 1034. (2,166)

LOWELL

LOCAL BOARD OF EXAMINERS
OFFICE OF SECRETARY
Post Office Bldg., 10 High St.

This office was opened in the old Post Office Building, Gorham Street, and moved in January 1932 to the new Post Office Building at 10 High Street. Its records are in good condition and are kept in proper containers apart from those of the Postal Service. Records and reports of examinations are sent to headquarters in Boston and Washington.

609. EXAMINATION REGISTERS, Jan. 25, 1932 to date. Complete records of examinations held at this office. Filed alphabetically. (Rarely, official.) 9 x 12 folders, 1 ft. 6 in., in 2 drawers of metal filing case. Inquiry Room. (64)

610. MISCELLANEOUS RECORDS, Jan. 25, 1932 to date. Bulletins, notices, and instructions concerning examinations to be held for Civil Service positions. Filed chronologically and by examination titles. (Monthly, official.) 9 x 12 loose papers, 4 in., in cardboard file. Inquiry Room. (65)

NEW BEDFORD

LOCAL BOARD OF EXAMINERS
OFFICE OF SECRETARY
Post Office Bldg., 675-711 Pleasant St.

This office was established about 1899 in the old Post Office Building, Acushnet Avenue at Williams Street. In 1913, offices were obtained in the new Post Office Building, 675-711 Pleasant Street. Its records are in good condition. Reports and important records are sent to headquarters in Boston and Washington.

611. MISCELLANEOUS CIVIL SERVICE RECORDS, 1899 to date. General correspondence, 1899 - 1919; 1926 to date; records of examinations, 1916 to date; Form 107, record of persons eligible for Postal Service, 1927 - 1928. Filed chronologically. (Rarely, official.) Variously sized loose papers and vols., 1 ft. 1 in., in locked wooden cupboard. Mailing and Sorting Room. (556)

PART 14. THE UNITED STATES EMPLOYEES' COMPENSATION COMMISSION

THE UNITED STATES EMPLOYEES' COMPENSATION COMMISSION

BOSTON

DISTRICT OFFICE NO. 1
U.S. Post Office and Court House Bldg.
Post Office Square

The United States Employees' Compensation Commission was created by an act of Congress approved September 7, 1916, to administer the benefits provided in that act for civil employees of the United States suffering personal injuries while in the performance of their official duties. The Commission determines questions of law and fact, and there is no provision for an appeal from its decision. It determines eligibility for compensation, length of period to be paid and the amount, and arranges medical and hospital service.

This office was established July 1, 1927 with headquarters in the Oliver Building. The office moved to Young's Hotel in 1929 and in 1933 it moved to the U.S. Post Office and Court House Building where headquarters are now maintained. It has jurisdiction over all New England. Periodical reports are sent to Washington headquarters.

612. MISCELLANEOUS CORRESPONDENCE, EMPLOYEES' COMPENSATION CLAIMS, July 1, 1927 to date. Letters between Washington headquarters and industrial insurance companies regarding claims of accidents or disabilities of employees. Filed chronologically. (Daily, official.) 9 x 12 folders, 1 ft. 2 in., in drawer of metal filing case. R. 702. (3,376)

613. CORRESPONDENCE WITH EMPLOYERS, July 1, 1927 to date. In New England; regarding accidents and accident insurance. Filed alphabetically. (Daily, official.) 9 x 12 folders, 7 ft., in 5 drawers of metal filing cases. R. 702. (3,129)

614. PERSONNEL, July 1, 1927 to date. Employment applications and other data concerning present and past employees. Filed alphabetically. (Daily, official.) 9 x 12 folders, 6 in., in drawer of metal filing case. R. 702. (3,474)

615. REQUISITIONS, July 1, 1927 to date. Monthly requisitions for supplies. Filed chronologically. (Monthly, official.) 9 x 12 folders, 6 in., in drawer of metal filing case. R. 702. (3,470)

616. EXPENSE VOUCHERS, July 1, 1927 to date. Vouchers for expenses of stenographers, doctors, field workers. Filed alphabetically. (Daily, official.) 9 x 12 folders, 2 ft. 6 in., in 2 drawers of metal filing case. R. 702. (3,086)

617. REGISTER OF EMPLOYERS, July 1, 1927 to date. List of employers of longshoremen in New England. Arranged numerically. (Daily, official.) 10 x 12 loose-leaf books, 2 in., on top of filing case. R. 702. (3,340)

618. NAMES OF EMPLOYERS, July 1, 1927 to date. List of employers in New England engaged in maritime pursuits. Filed alphabetically. (Daily, official.) 3 x 5 cards, 2 ft., in drawer of metal card cabinet. R. 702. (3,135)

619. REGISTER OF INSURANCE COMPANIES, July 1, 1927 to date. Names of insurance companies operating in this district. Arranged numerically. (Daily, official.) 10 x 12 loose-leaf books, 2 in., on filing cabinet. R. 702. (3,482)

620. EXPIRATION OF INSURANCE COVERAGE, July 1, 1927 to date. Records of expiration dates of insurance coverage of employers in New England: name of concern, name of insurance company, dates policy became active and expired. Filed chronologically. (Daily, official.) 3 x 5 cards, 2 ft. 4 in., in drawer of metal card cabinet. R. 702. (3,085)

621. ACCIDENT RECORDS OF ALL EMPLOYERS, July 1, 1927 to date. Form 102, names of employers in New England and number of accidents incurred by their employees. Filed alphabetically. (Daily, official.) 3 x 5 cards, 4 ft., in 2 drawers of metal card cabinet. R. 702. (3,132)

622. PENDING CASES, July 1, 1927 to date. Reports of pending compensation cases. Filed numerically, 3 x 5 card index, 7 in., in metal card cabinet. (Daily, official.) 9 x 12 folders, 2 ft. 4 in., in 2 drawers of metal filing case. R. 702. (3,134)

623. CASES RESULTING IN AWARDS, July 1, 1927 to date. Reports on awards in closed cases. Filed chronologically. (Daily, official.) 9 x 12 folders, 6 in., in drawer of metal filing case. R. 702. (3,484)

624. CLOSED CASES, July 1, 1927 to date. Forms 202 and 206, reports on cases in which final decisions have been rendered. Filed numerically, 3 x 5 card index, 7 ft. 3 in., in metal card cabinet. (Monthly, official.) $8\frac{1}{2}$ x $11\frac{1}{2}$ loose papers, 67 ft. 8 in., in 56 drawers of metal filing cases. R. 706. (4,058)

625. NONCOMPENSATION CASES, July 1, 1927 to date. Reports on inactive cases in which compensation has been denied. Filed alphabetically, 3 x 5 card index, 12 ft. 9 in. (Records prior to Dec. 1, 1935, monthly; subsequent records, daily, official.) 9 x 12 folders, 19 ft. 6 in., in 18 drawers of metal filing cases. Rs. 706, 702. (3,280; 3,439)

626. COURT DECISIONS, July 1, 1927 to date. On compensation cases. Filed chronologically. (Daily, official.) 9 x 12 folders, 2 ft., in 2 drawers of metal filing case. R. 702. (3,480)

PART 15. THE UNITED STATES MARITIME COMMISSION

THE UNITED STATES MARITIME COMMISSION

BOSTON

TERMINALS AND REAL ESTATE SECTION
OFFICE OF THE SUPERINTENDENT
Army Base Bldg., 666 Summer St.

The United States Shipping Board, created by an act of Congress in 1916 to develop and foster an American merchant marine, established its first Boston office at 40 Broad Street in 1917. Forced to operate a huge fleet of merchant vessels built or otherwise acquired for war purposes, the local office expanded its staff almost immediately and moved to larger quarters at 75 State Street, from whence it supervised the immense shipping and other activities of the port in the early 1920's.

During the years of its greatest activity many administrative and organic changes in structure and function occurred, but by 1929, due to the post-war shipping decline and the Board's policy of disposing of Government tonnage to private ship operators, the local staff had been so reduced in size that much smaller quarters in the Custom House Tower were sufficient to accommodate the office.

In 1933 the functions of the Board were taken over by the newly created United States Shipping Board Bureau of the Department of Commerce, and at the time of the Survey of Federal Archives the only unit remaining in Boston of the original organization was the terminals and real estate section which is primarily concerned with the maintenance and repair of the buildings and wharves, and control of the waterfront at the Army Base. The office was removed to the South Pier Shed at the Base where a superintendent is still in charge. Upon its creation in 1936, the United States Maritime Commission acquired the functions and the records of the Bureau.

At the time of the transfer of the local office from the Custom House all important records were sent to Washington, while those of no value were disposed of by permission of the New York office. All records of the period since 1933 are intact and safely preserved in modern equipment; the originals are kept here and the copies are sent to Washington, D.C.

627. GENERAL CORRESPONDENCE, July 1, 1933 to date. Letters of a general nature to and from this agency. Have some importance, until removed to "dead file". Filed chronologically. (Weekly, official.) 9 x 12 folders, 4 ft., in 2 drawers of metal filing case. SE. room, 1st floor. (7,303)

628. SHIPPING BOARD CORRESPONDENCE, July 1, 1933 - Dec. 31, 1935. Between this office and private companies. Considered obsolete, and marked "dead letter file". Filed chronologically. (Rarely, official.) 9 x 12 folders, 2 ft., in drawer of metal filing case. SE. room, 1st floor. (7,299)

629. CORRESPONDENCE ON REPAIRS AND EXPENSES, July 1, 1933 to date. Concerning expenses of this agency such as repairs to office furniture, etc. Filed alphabetically. (Monthly, official.) 9 x 12 folders, 2 ft., in drawer of metal filing case. SE. room, 1st floor. (7,300)

630. MISCELLANEOUS LETTERS, July 1, 1933 to date. Mostly about requisitions and purchases. Filed chronologically. (Monthly, official.) 9 x 12 folders, 2 ft., in drawer of metal filing case. SE. room, 1st floor. (7,296)

631. PERSONNEL CORRESPONDENCE, July 1, 1933 to date. To and from persons seeking positions, also letters pertaining to the discharge of employees. Filed alphabetically. (Monthly, official.) 9 x 12 folders, 8 in., in drawer of metal filing case. SE. room, 1st floor. (7,304)

632. LABOR PERSONNEL, July 1, 1933 to date. Card records of all permanent and part time employees. Filed alphabetically. (Daily, official.) 5 x 8 cards, 1 ft. 4 in., in drawer of wooden filing case. SE. room, 1st floor. (6,323)

633. ACCIDENT REPORTS, July 1, 1933 to date. Reports covering accidents to Shipping Board vessels. Filed chronologically. (Daily, official.) 9 x 12 folders, 1 ft., in drawer of metal filing case. SE. room, 1st floor. (7,297)

634. REPAIR REPORTS, July 1, 1933 to date. Copies of reports covering repairs to Shipping Board ships, originals sent to Washington, D.C. Filed chronologically. (Daily, official.) 9 x 12 folders, 3 in., in drawer of metal filing case. SE. room, 1st floor. (7,187)

635. REQUISITIONS, July 1, 1933 to date. Copies of requisitions for equipment, supplies, and services. Filed alphabetically. (Monthly, official.) 9 x 12 folders, 2 ft., in drawer of metal filing case. SE. room, 1st floor. (7,301)

636. LEASES, July 1, 1933 to date. Made by the Shipping Board to private concerns and operating companies for space in the pier sheds. Filed alphabetically. (Daily, official.) 9 x 12 folders, 1 ft., in drawer of metal filing case. SE. room, 1st floor. (7,302)

637. CONTRACTS, July 1, 1933 to date. Between the Shipping Board and private concerns for supplies, equipment, and repairs to pier sheds under the Board's supervision. Filed alphabetically. (Weekly, official.) 9 x 12 folders, 1 ft. 2 in., in drawer of metal filing case. SE. room, 1st floor. (6,325)

638. MORTGAGED VESSEL SURVEY, July 1, 1933 to date. Survey reports of mortgaged Shipping Board vessels; data includes name of mortgagor, amount of mortgage, rate of interest, value of vessel, etc. Survey still incomplete. Filed alphabetically. (Daily, official.) 9 x 12 folders, 2 ft., in drawer of metal filing case. SE. room, 1st floor. (7,298)

PART 16. THE UNITED STATES RAILROAD ADMINISTRATION

THE UNITED STATES RAILROAD ADMINISTRATION

INTRODUCTION

The Army Appropriation Act, approved August 29, 1916, empowered the President in time of war to take possession and assume control of all transportation systems and to utilize them. By a proclamation dated December 26, 1917, the President took possession and assumed control of railroads, effective at 12 o'clock noon on December 28, 1917.

The Federal Control Act, approved March 21, 1918, provided for the operation of transportation systems while under Federal control. By the Transportation Act, approved February 28, 1920, Federal control over the railroads was terminated at 12:01 a.m., on March 1, 1920. The present purpose of the Administration is to wind up all matters arising out of or incident to Federal control. The act affected three railroads in Massachusetts, the New York, New Haven, and Hartford, the Boston and Maine, and the Boston and Albany.

BOSTON

BOSTON AND ALBANY RAILROAD
DISTRICT OFFICE
South Station, Dewey Sq.

Since the termination of the U.S. Railroad Administration its records have been in the possession of the Boston and Albany Railroad. The chief clerk of the railroad states that all accounts arising under the U.S. Railroad Administration were closed out in 1924 and that only occasional reference is made to them. Under authority of the Interstate Commerce Commission some of the records have been destroyed. Records in the little-used vault off room 318 are dusty. Those in room 396 are not protected from fire, are inaccessible, and are damaged by smoke and by moisture.

639. GENERAL LEDGER, Jan. 1, 1918 - Dec. 31, 1924. Records of accounts receivable and payable showing income, revenues, freight charges, operating costs, traffic accounts, rentals, and sundries. Entered chronologically. (Never.) 16 x 20 vols., 4 in., in closed metal cabinet. R. 388. (11,485)

640. AUXILIARY GENERAL LEDGER, Jan. 1, 1918 - Dec. 31, 1924. Record of assets and liabilities not including regular operating costs. Arranged chronologically. (Never.) 15 x 20 loose-leaf book, 1 in., on metal shelf. Damaged by faulty containers, brittle, and dirty. R. 396. (11,489)

641. OPERATING EXPENSE LEDGER, Jan. 1, 1918 - Dec. 31, 1924. Record of operations accounts for maintenance, equipment, transportation, and miscellaneous expenses. Arranged chronologically. (Never.) 15 x 20 loose-leaf books, 1 ft., on metal shelf. Brittle, dirty, and torn. R. 396. (11,491)

642. MISCELLANEOUS VOUCHERS, Jan. 1, 1918 - Dec. 31, 1924. Paid vouchers mostly for water, light, taxes, construction materials, personal injury, and freight claims. Filed chronologically. (Never.) 8 x 10 pockets, 28 ft. 4 in., on 14 metal shelves. Damaged by faulty containers, brittle, dirty, and torn. R. 396. (11,492)

643. PROOF SHEETS, Jan. 1, 1918 - Dec. 31, 1924. Records of accounts showing audit number, amount, operating expense, ledger accounts; used as a check against operation accounts to strike a balance. Arranged chronologically. (Never.) 15 x 20 loose-leaf books, 2 in., on metal shelf. Damaged by faulty containers, brittle, and dirty. R. 396. (11,488)

644. JOURNALS, Jan. 1, 1918 - Dec. 31, 1924. Detailed accounts showing date of entry, amounts credited, debited, and remaining. Arranged chronologically. (Never.) 12 x 15 loose-leaf books, 1 ft. 6 in., in closed metal cabinet. R. 388. (11,486)

645. OFFICIAL PAY ROLLS, Jan. 7, 1918 - Mar. 4, 1920. Weekly pay rolls of officials, showing name, address, title of official, and amount of salary per week. Arranged chronologically. (Occasionally, official.) 12 x 16 loose-leaf books, 9 in., in closed metal cabinet. R. 388. (11,487)

646. PAY ROLLS, Jan. 7, 1918 - Mar. 4, 1920. Weekly pay roll of employees, showing name, occupation of employee, rate per day, number of hours worked, pay for week. Arranged chronologically. (Occasionally, official.) 12 x 16 loose-leaf books, 38 ft. 8 in., on 10 metal shelves. Dirty. Vault off R. 318. (11,484)

647. DISBURSING LEDGERS, Jan. 7, 1918 - Dec. 31, 1924. Records of disbursements, adjustments, voucher distribution, summary of collection bills. Arranged chronologically. (Never.) 15 x 20 loose-leaf books, 9 in., on metal shelf. Damaged by faulty containers, brittle, and dirty. R. 396. (11,490)

648. SETTLED CLAIMS AND SUITS, Jan. 15, 1918 - Nov. 25, 1936. Claims and suits, entered by and against the Government mostly for freight claims, demurrage, injuries to persons and property; date of writs, judgments of courts, date, amount of payments; also related correspondence. Records are mingled with regular railroad cases. Filed numerically. 8 x 10 loose-leaf book index, 1 in. (Rarely, official.) 12 x 15 folders, 6 ft., in 15 drawers of metal filing cases. Dirty. R. 244. (11,483)

BOSTON AND MAINE RAILROAD
DISTRICT OFFICE
Industrial Bldg., 150 Causeway St.

Since the U.S. Railroad Administration ceased functioning in 1920, some of its records have been in the possession of the Boston and Maine Railroad. According to the railroad's claim department the last suit in favor of the Government under the U.S. Railroad Administration has as its limit for collection May 4, 1941.

The records of the Railroad Administration were moved to the general offices of the Boston and Maine in 1926 and in 1930 were moved to their present location in the Industrial Building. Some of the records were destroyed by permission of the Interstate Commerce Commission and some by fire. The remainder are now stored in fireproof filing cases. Those in the claim department are dirty and dusty, while those in the vault are dirty, poorly arranged, crowded, and inaccessible.

649. GENERAL LEDGER, Jan. 1, 1918 - Dec. 31, 1924. Receivable and payable accounts for operating costs, expenses, pay rolls, traffic accounts, income, revenues, and tenants. Entered chronologically. (Never.) 16 x 20 vols., 6 in., on metal shelf. Damaged by careless handling and faulty containers, dirty, bindings broken. Vault, 9th floor. (11,481)

650. JOURNAL ENTRY, Jan. 1, 1918 - Dec. 31, 1924. Detailed record of accounts: description, debits, credits, and amounts. Arranged chronologically. (Never.) 12 x 15 loose-leaf books, 1 ft. 3 in., on metal shelf. Damaged by careless handling and faulty containers, dirty. Vault, 9th floor. (11,479)

651. DOCKET, Mar. 16, 1918 - Feb. 29, 1920. Record of cases filed against the Government, showing date, claimant, amount settled for, facts, etc. Filed chronologically. (Occasionally, official.) 8 x 10 vols., 2 in., in enclosed case. 9th floor. (11,477)

652. SETTLED SUITS AND CLAIMS, Mar. 16, 1918 - Nov. 27, 1936. Reports, correspondence, on suits against the Government for injuries to persons and property, freight charges, demurrage; intermingled with regular Government claims. Filed numerically. 3 x 5 card index, 4 ft. (Rarely, official.) 12 x 15 envelopes, 10 ft., in 30 drawers of metal filing cases. Dirty. 9th floor. (11,476)

653. UNSETTLED SUITS, June 22, 1918 to date. Correspondence, reports, etc., on claims against the Government for injuries to persons and property, freight charges, damages; still pending because of amounts involved. Filed numerically. (Monthly, official.) 12 x 15 envelopes, 1 ft. 2 in., in 4 drawers of metal filing case. 9th floor. (11,478)

654. GOVERNMENT CLAIMS, Aug. 13, 1919 to date. Claims by the Government mostly against industrial firms contemplating bankruptcy, for freight charges, storage, shipments, rentals; also correspondence pertaining to same. Filed numerically. 3 x 5 card index. (Monthly, official.) 12 x 15 envelopes, 8 in., in drawer of metal filing case. Dirty. 9th floor. (11,480)

NEW YORK, NEW HAVEN, AND HARTFORD RAILROAD
DISTRICT OFFICE
South Station, Dewey Sq.

Since the U.S. Railroad Administration ceased functioning in 1920, some of its records have been in the possession of the New York, New Haven, and Hartford Railroad although most of them were sent to New Haven, Connecticut, for storage. Papers in suits decided against the Government are in the company's law department offices in New York City. The records remaining here pertain only to suits decided in favor of the Government. They are stored in the inadequately ventilated vault of the law department and are dirty, inaccessible, and poorly arranged.

655. CLOSED SUITS, Jan. 19, 1918 - Sept. 23, 1925. Claims and suits settled in favor of the Government for damages arising from injuries to persons and property, freight charges, demurrage; also related correspondence. Filed numerically. (Never.) 12 x 15 folders, 1 ft. 6 in., on metal shelf. Damaged by careless handling and faulty containers, dirty, and torn. Vault, 5th floor. (11,482)